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ABSTRACT

The first of seven chapters in this guide for users of the Chapter 1 Information Management Program (CHIMP) provides an introduction to the program, which was designed to help school districts maintain data and produce reports used in the evaluation of Chapter 1 programs. It is noted that these reports are useful for meeting state and federal reporting requirements, and the types of reports are listed. They cover: student participation counts, annual evaluation achievement information; sustained effect studies, list of students not showing progress for two years, aggregate gains by school, and Chapter 1 staff and full time equivalents. Hardware requirements, instructions for software installation, and instructions for updating an existing CHIMP system are also provided. The remaining chapters include: (1) Getting Started with CHIMP (README file, initial set-up, and getting organized); (2) An Overview of CHIMP (main menu, student information, district information, reports, utilities); (3) Adding and Editing Data (district information, student information); (4) Reports (pull-down menu, pull-down menu with subcategory, selection criteria screens for personal information, student services, test results); (5) Utilities (change program name, delete marked records, change birth field format, reconstruct index files, delete old records, change ID/index, merge files, import ASCII files, restore backup files, delete all records, filter student files, global edits, append service records, printer setup, display addresses); and (6) Technical Information (using CHIMP with multiple school districts, expanded memory, extended memory, trouble shooting, validity checks, technical specifications). Management data entry forms and sample reports are appended. (DB)

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CHAPTER 1 INFORMATION MANAGEMENT PROGRAM

USER'S GUIDE

RMC RESEARCH CORPORATION
REGION E TAC

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CHAPTER 1

INTRODUCTION AND INSTALLATION OF CHIMP

INTRODUCTION

The Chapter 1 Information Management Program (CHIMP) was designed to help school districts maintain data and produce reports used in the evaluation of Chapter 1 programs. It provides reports useful for meeting state and federal reporting requirements. These reports include:

- student participation counts
- annual evaluation achievement reports
- sustained effects studies
- list of students not showing progress for two years
- aggregate gains by school
- Chapter 1 staff FTEs

REQUIREMENTS

- IBM/MS-DOS 100% compatible microcomputer
- floppy disk drive capable of reading a 360k or 720k diskette
- hard disk drive with 2 megabytes available
- 640k memory with at least 500k available
- monochrome or color monitor
- printer (over 80 printers are supported)
- DOS 3.1 or higher

INSTALLATION

To update an existing CHIMP system, please see UPDATE information found on the next page.

CHIMP can be installed using the INSTALL.BAT file on Disk 1. To install CHIMP, follow these steps:

1. Make sure you are in DOS.

2. Insert Disk 1 in drive A.

3. Type A:(the letter A followed by a colon) and press **ENTER**.

4. If you have a color monitor, type INSTALL C and press **ENTER**. If you have a monochrome monitor, type INSTALL and press **ENTER**.

INSTALL will create a directory on drive C called CHO and will copy all files. This may take several minutes. When the copying is complete, the computer will beep and prompt you to insert Disk 2 in drive A and to press any key to continue.

5. Insert Disk 2 in drive A and press any key. This will copy all files on Disk 2 to drive C. Again, this may take several minutes to copy.

NOTE - When installing from a 3½" disk, step 5 is omitted.

6. Remove the disk in drive A and press C to perform a cold boot.

You have just completed the installation of CHIMP. Follow the directions in the tutorial chapter when you are ready to use CHIMP.

The INSTALL program will include the statements FILES=49 and BUFFERS=20 at the end of your CONFIG.SYS file. A copy of your old CONFIG.SYS file will be saved as CNFGSYS.BAK.

You will no longer need the disks to use CHIMP, so store them just in case you may need to install CHIMP again.

UPDATE

An existing CHIMP system can be updated by using the **UPDATE.BAT** file on Disk 1. To update your CHIMP, follow these steps:

1. Make sure you are in DOS.

2. Insert Disk 1 in drive A.

3. Type A:(the letter A followed by a colon) and press **ENTER**.

4. Type UPDATE and press **ENTER**.

The update batch file will replace only those files needed to update your system. Data files will not be changed.

CHAPTER 2

GETTING STARTED WITH CHIMP

README FILE

A file named README.DOC was copied to the CHO directory during installation or updating. This file contains any changes to the program made after this manual was published. To print the contents of this file, make sure that you are in DOS at the CHO directory and enter: **README**

INITIAL SET-UP

To start CHIMP, make sure you are in DOS and type the following command: **C:\CHIMP**.

This will set several parameters on your computer, change directories and load the CHIMP program.

When CHIMP is first loaded, the program will check to see if your computer has enough available memory for all of its features to work. If this test fails, you or your computer specialist may wish to check your AUTOEXEC.BAT and CONFIG.SYS files to see if more memory can be made available to CHIMP.

Next, CHIMP checks the name of the school district and the ID stored on the disk. If these are blank, it will allow you to enter this information. If a name has been previously saved, it will display this information and ask you to press any key to continue. If you are unsure of the state-assigned district number or name, you may wish to leave it blank at this time. You can change it later by using the **Change Program Name** option in the **Utilities** file.

Make sure the program is set to your state. Several options are available only to certain states.

GETTING ORGANIZED

Organizing your information prior to data entry can greatly facilitate the use of CHIMP and avoid errors.

Before entering information, refer to Appendix A which contains the CHIMP data entry forms. Using these forms to collect and organize data can save you time and frustration.
CHIMP performs numerous validity checks in the various entry screens. The program may not allow you to continue until a VALID entry is entered. Refer to the section on Validity Checks in Chapter 7.

You must first enter information in the District Info files before you can complete the Student Info files. Make sure that you have entered all schools, staff, pre and posttests, names of tests or subtests, staff positions and services available.

CHAPTER 3

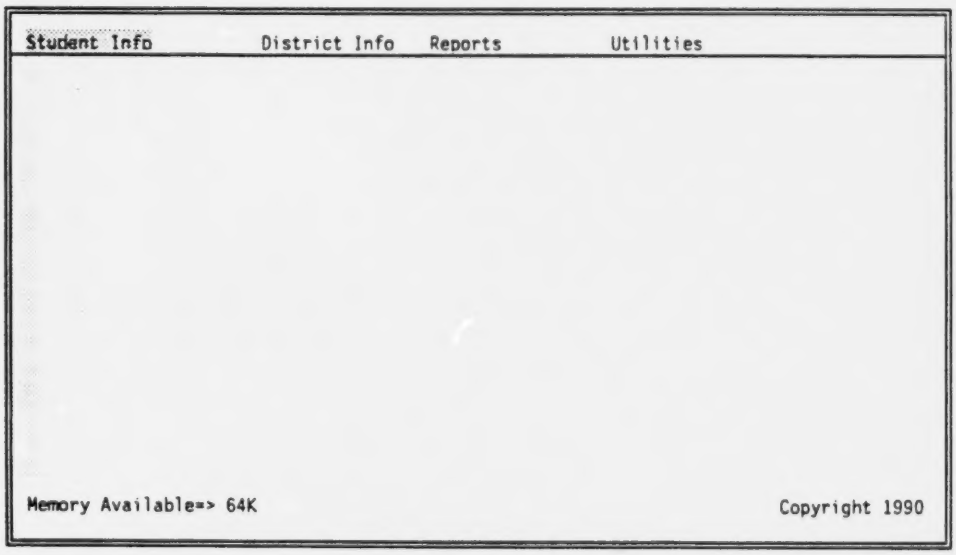
AN OVERVIEW OF CHIMP

MAIN MENU

The **CHIMP** is designed around the concept of pull-down menus. Selections are made by using the arrow keys to highlight an option and pressing the **ENTER** key. Pressing the first letter of an option will also highlight the option that begins with that letter.

FIGURE 3.1

CHIMP Main Menu



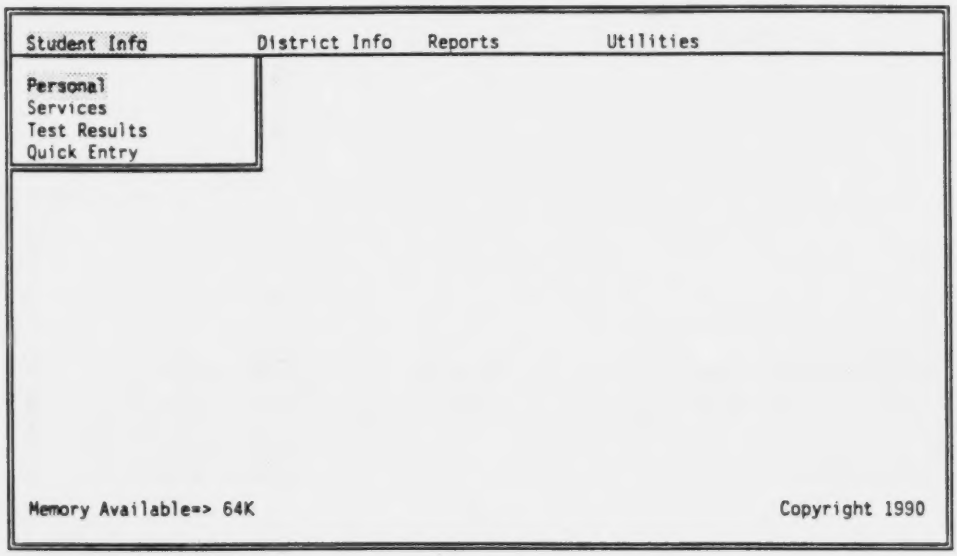
When the program is first loaded, the main menu appears at the top of the screen, as shown in Figure 3.1. Use the right and left arrow keys to highlight an option (*i.e.,* **Student Info, District Info, Reports,** and **Utilities**) and press **ENTER**. A pull-down menu will appear, as shown in Figure 3.2. Highlight an option and press **ENTER**. When using the **Student Info** and **District Info** options, you will be given the following choices: **Add, Browse, Dup**(duplicate), **Exit, Find**, and **Zoom**. See Figures 4.1 - 4.9. Again, use the right and left arrow keys to select the option that you want to use.

The **ESC** key will allow you to exit and return to the previous menu. Pressing **ESC** from the main menu will exit you from the program. You will find the **ESC** key is helpful in learning to use CHIMP, as it will allow you to escape out of confusing situations.

STUDENT INFORMATION

FIGURE 3.2

Student Information Pull-Down Menu



Personal Information Entry Screen

Each student must be identified by a unique identification number and must have only one record to a file.

Records will be displayed in alphabetical order. Pressing the up arrow key will allow you to see the previous record; the down arrow key will display the next record. By choosing the **Browse** option, you may look at a list of the students that are entered.

Services Entry Screen

The Services file should contain one record for each student for each service (reading, math, etc.) for each year the student participates in the Chapter 1 program.

The **Service** = >, **Chapter 1 Staff** = >, and **School** = > fields are entered from pull-down menus with data from related **District Info** files. The = > sign indicates that the selections will be in a pull-down menu. This information must already be entered before adding **Services** information. The **Date-In** and **Date-Out** fields must contain dates within the current school year. The **Date-Out** field must be completed before continuing to the other fields on the screen.

It is suggested that you enter the date for the last day of classes in the **Date-Out** field, then change the date for any students leaving the program before then. These date fields are used in selecting student records in various achievement reports. Students' records are selected only if a difference of several weeks, as specified by the SEA, exists between dates.

Test Results Entry Screen

The Test Results file should contain one record for each subtest score for each year the student is tested.

Test Series and **Test** = > information is entered from the **Test Series Information** and **Test\Subtest Information** files under **District Info**. These must be entered before adding **Test Results** information. CHIMP checks to make sure that only one record exists for a given test series during any one year. However, you must make sure that only one record is entered for each skill area (math basic skills, reading advanced skills, etc.).

When adding information, CHIMP will display four sets of entry fields allowing you to enter up to four scores for one student. When the information is saved, either by pressing **CTRL-W** or completing data entry on the current screen, the entry screen will once again display only one score.

The **Dup**(duplicate) option is not helpful in entering test scores and is not recommended.

If a percentile is entered, CHIMP will look up the corresponding NCE and enter it in the **NCE** field. If you have NCE scores already, just leave the **Percentile** field as 0 and enter the NCE. The **Percentile** field has been provided for those districts that do not receive test scores in NCEs.

Quick Entry Screen

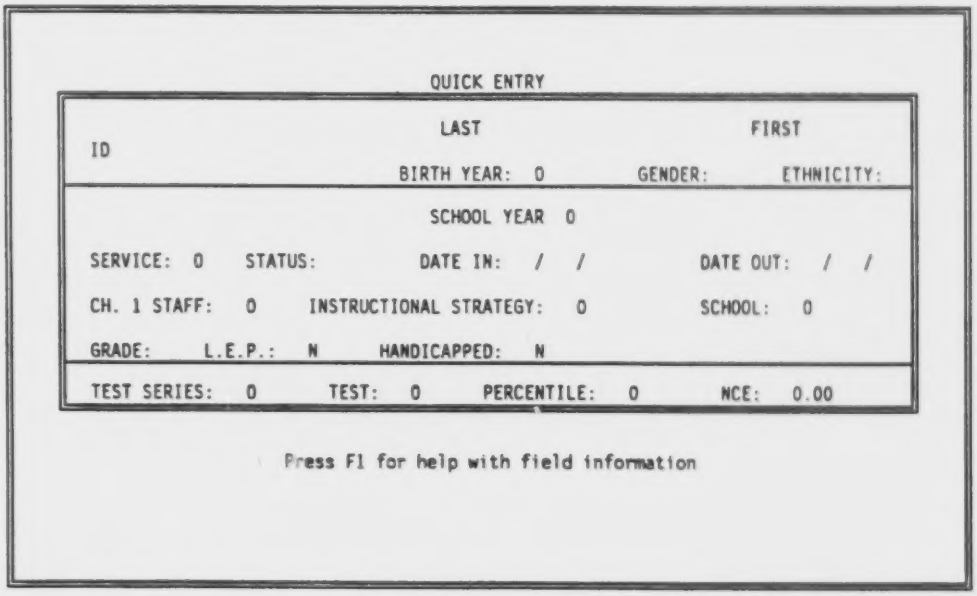
The **Quick Entry** option provides a single data entry screen in which personal, service, and test information may be entered for students. This selection does not provide **Browse, Dup**(duplicate), **Edit**, nor **Find** options. It does provide an environment in which data may be entered quickly without using the pull-down menus.

The top part of the screen is used to enter personal information, the middle to enter service information and the bottom to enter test information. The service and test information section may be skipped by pressing **ESC** to continue to the next section.

This option is recommended for persons experienced in data entry.

FIGURE 3.3

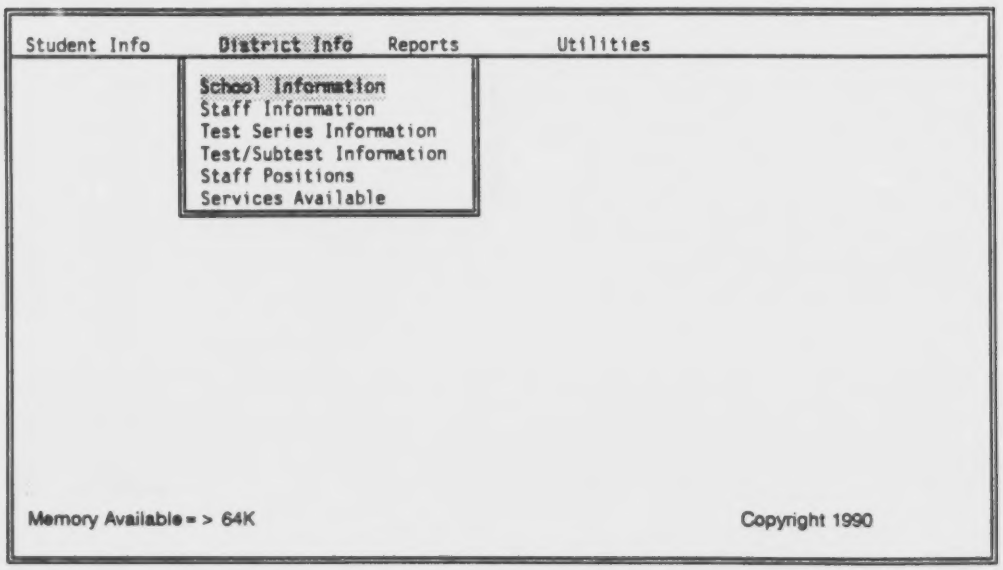
Quick Entry Screen



DISTRICT INFORMATION

FIGURE 3.4

District Information Pull-Down Menu



School Information Entry Screen

One record must be entered for each school receiving Chapter 1 services.

Each school must be identified as public, nonpublic, or N or D. Grades served should include the range of grades served by Chapter 1.

The **Index** is assigned by the computer. You do not need to enter information in this field.

Staff Information Entry Screen

Only one record should be entered for each teacher.

The **Position** = > and **School** = > fields are entered from information from the corresponding files. These must be entered before adding staff information.

The **Name** field should contain last name, first name, and middle initial, in this order. This will allow you to distinguish between teachers with the same last name. Again, the **Index** field is assigned and you will not need to enter information in this field.

FTE (Full Time Equivalent) is the portion of the staff person's salary funded through Chapter 1 (1.00 = full time, .50 = half time).

Test Series Information Entry Screen

One record must be entered for each test each year. Do not enter different records for different forms or levels of a test series. The edition is the year the test was published.

The **Season** field is calculated from the date administered. Enter the date for the first day if a test battery is administered over several days. Again, the **Index** field is calculated by the computer.

Test/Subtest Information Entry Screen

Use this entry screen to enter the name of the total tests and subtests used to evaluate your program (*i.e.*, total reading, comprehension, total math, problem solving).

The **Type = >** field includes the skill areas needed for reporting (math basic skills, reading advanced skills, etc.) The OTHER category should be used only in special cases such as Pre-K and kindergarten scores.

Staff Positions Entry Screen

Staff Positions may have already been included and will not be erased when using the **Delete All Records** option. Using the up and down arrow keys will allow you to see what is available. If your school district uses other categories, edit the OTHER 1, OTHER 2, or OTHER 3 categories. Do not add additional categories.

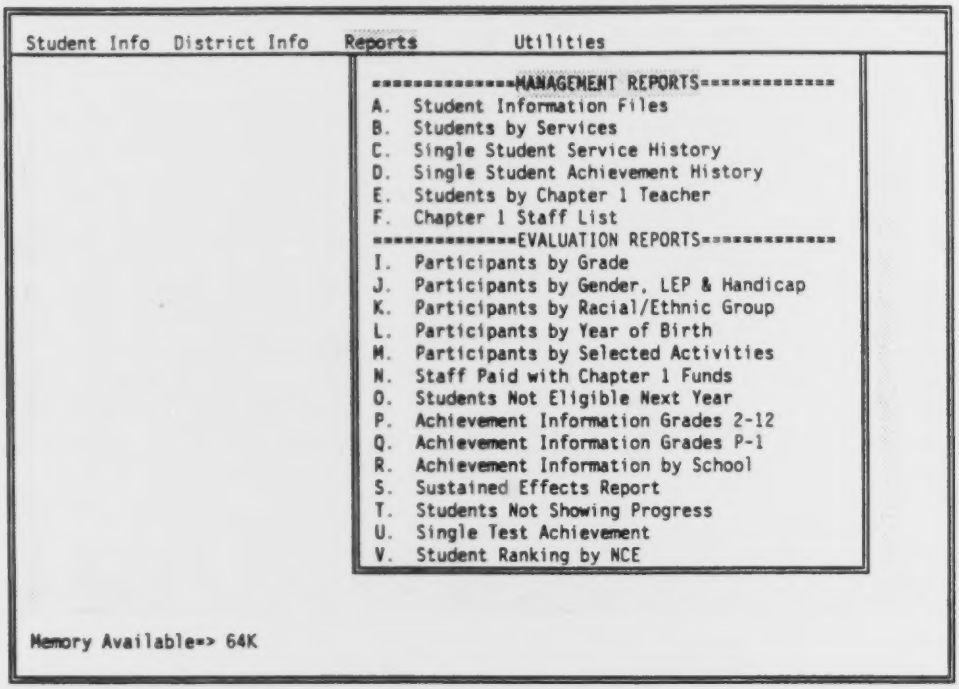
Services Available Entry Screen

Services categories may have already been included and will not be erased when using the **Delete All Records** option. If your school district uses other categories, edit the OTHER INSTRUCTIONAL or OTHER SUPPORTIVE categories. Do not add additional categories. The **Index** will be calculated by the computer.

REPORTS

FIGURE 3.5

Reports Pull-Down Menu

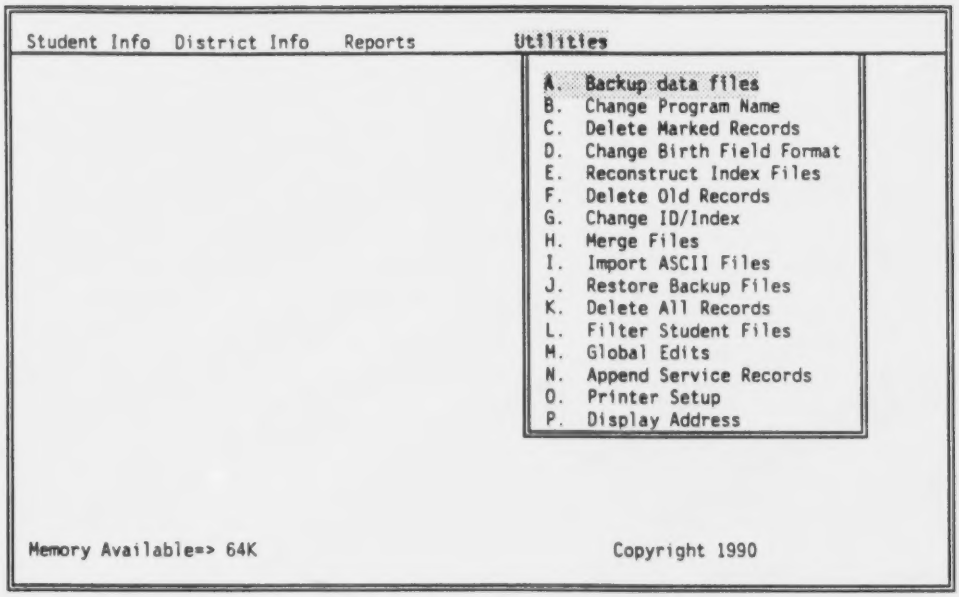

Student Info
District Info
Reports
Utilities
==========MANAGEMENT REPORTS==========
A. Student Information Files
B. Students by Services
C. Single Student Service History
D. Single Student Achievement History
E. Students by Chapter 1 Teacher
F. Chapter 1 Staff List
==========EVALUATION REPORTS==========
I. Participants by Grade
J. Participants by Gender, LEP & Handicap
K. Participants by Racial/Ethnic Group
L. Participants by Year of Birth
M. Participants by Selected Activities
N. Staff Paid with Chapter 1 Funds
O. Students Not Eligible Next Year
P. Achievement Information Grades 2-12
Q. Achievement Information Grades P-1
R. Achievement Information by School
S. Sustained Effects Report
T. Students Not Showing Progress
U. Single Test Achievement
V. Student Ranking by NCE
Memory Available=> 64K

Reports are chosen from a pull-down menu by pressing either the letter preceding the report or using the arrow keys to highlight the report and pressing **ENTER**. Some choices will present a further list. Each report has one or more filter screens in which you enter information concerning the report you wish to run. This allows you to filter the data so that you can produce reports on a subset of students (*i.e.*, only one school).

UTILITIES

FIGURE 3.6

Utilities Pull-Down Menu



Utilities are chosen from a pull-down menu by using the arrow keys to highlight your selection and then pressing **ENTER**. Several options are presented which allow you to do a variety of tasks.

CHAPTER 4

ADDING AND EDITING DATA

After you have entered the CHIMP command, the program will display information concerning your school district name, ID and state. Next, the main menu will appear on the screen and the **Student Info** option will be highlighted. Because some district information needs to be entered before entering the student information, you will need to use the right arrow key to highlight **District Info** and then press **ENTER**. The suggested order for entering information is:

District Info:

*1. Services Available
*2. Staff Positions
*3. Tests/Subtests
4. Staff
5. Test Series

Student Info:

6. Personal
7. Services
8. Test Results

DISTRICT INFORMATION

Services Available

This file should contain all of the Chapter 1 services available in your school district (*i.e.*, reading, math, language arts).

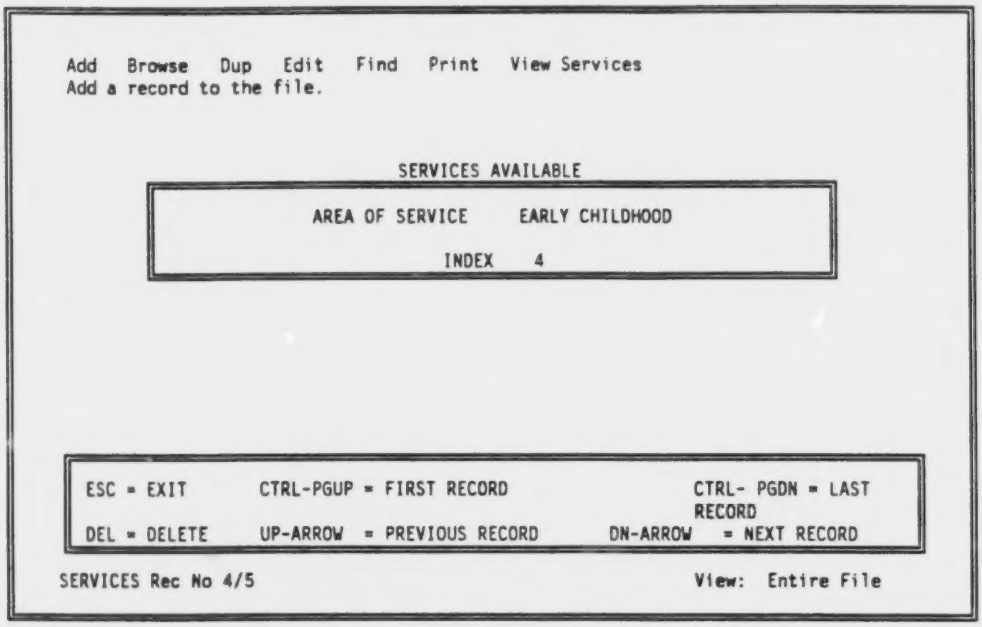
When **District Info** is highlighted in the District Info menu and you press **ENTER**, the district menu will appear. Use the down arrow key to highlight **Services Available** and press **ENTER**. The screen will display: **Area of Service** and **Index**, as shown in Figure 4.1.

---

*Are not options in certain states. All valid information has already been entered.

FIGURE 4.1

Services Available Screen


Add Browse Dup Edit Find Print View Services
Add a record to the file.
SERVICES AVAILABLE
AREA OF SERVICE EARLY CHILDHOOD
INDEX 4
ESC = EXIT
CTRL-PGUP = FIRST RECORD
CTRL- PGDN = LAST RECORD
DEL = DELETE
UP-ARROW = PREVIOUS RECORD
DN-ARROW = NEXT RECORD
SERVICES Rec No 4/5
View: Entire File

ADD Because some services in some states have previously been entered, it is recommended that you look through the file to see what services have been entered before you add any new records (see **Browse**). If you need to add information to this file, highlight the **Edit** option and use the up and down arrow keys to select the OTHER entry. When it shows on the screen, press **ENTER** and type in any new services you wish to add.

BROWSE To see what is in this file, highlight the **Browse** option. Use the up and down arrow keys to scroll the file. Press **ENTER** to view the highlighted record in the normal screen.

DUPLICATE The **Dup**(duplicate) option is not very useful for this file. To find out how it is used, see the duplicate records section in **Student Information/Services.**

EDIT To edit records that have already been entered, highlight the **Edit** option and use the up and down arrow keys to select the records you wish to edit, then press **ENTER**. This will allow you to make changes in this file.

FIND To find a particular record, highlight **Find** and press **ENTER**. A pull-down menu will appear. If you want to find the record by name, highlight **Ch 1 Service** and press **ENTER**. This will allow you to enter the name of the service that you are looking for. Press **ENTER**. If you want to find the record by index number, highlight **Index** and press **ENTER**. This will allow you to enter the index number. Press **ENTER**.

PRINT The **Print** option will allow you to print the records in the file as filtered.

VIEW The **VIEW** option displays the current filter used to view the file.

DELETE Before deleting a record, you must find it by using the techniques described above (see **Browse** or **Find**). Once you have found the record that you wish to delete, press **DELETE**. You will be asked if you want to mark this record for deletion. **OK** will be highlighted. If you wish to delete it, press **ENTER**. If not, highlight **Cancel** and press **ENTER**.

To permanently delete the records marked for deletion, you must use the **Delete Marked Records** option under the **Utilities** menu.

EXIT Whenever you wish to exit or escape from an option, press **ESC** as many times as needed to get back to the desired menu.

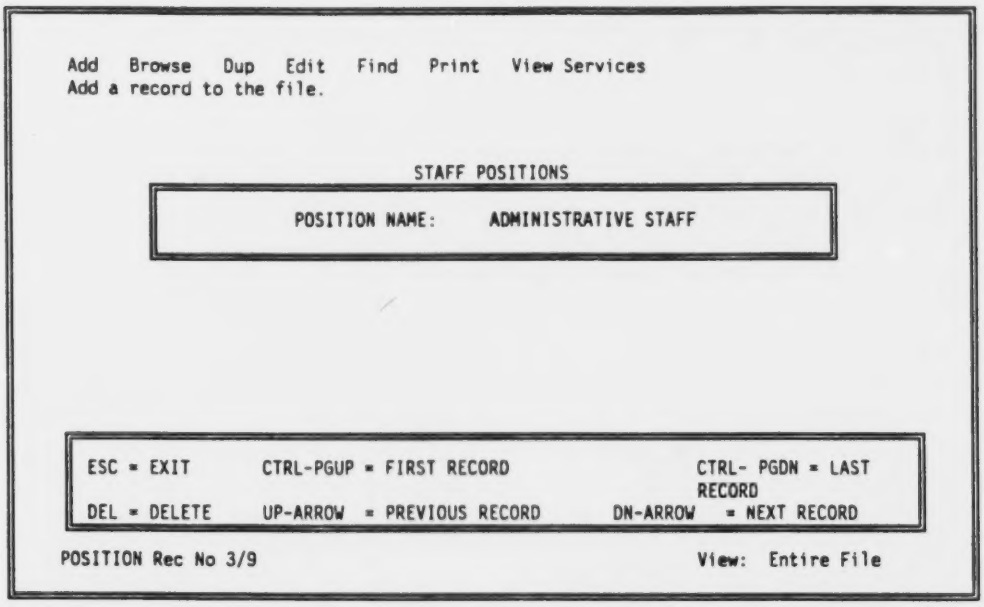
Staff Positions

This file should contain all of the Chapter 1 funded positions in your school district (*i.e.*, teacher, tutor).

When **Staff Positions** is highlighted in the **District Info** menu, press **ENTER** and the screen will display: **Position Name**, as shown in Figure 4.2.

FIGURE 4.2

Staff Positions Screen


Add Browse Dup Edit Find Print View Services
Add a record to the file.
STAFF POSITIONS
POSITION NAME: ADMINISTRATIVE STAFF
ESC = EXIT
CTRL-PGUP = FIRST RECORD
CTRL- PGDN = LAST RECORD
DEL = DELETE
UP-ARROW = PREVIOUS RECORD
DN-ARROW = NEXT RECORD
POSITION Rec No 3/9
View: Entire File

ADD Because some districts have previously entered records in this file, it is recommended that you look through the file to see what is already there before you add any new records (see **Browse**). To add information to this file, it is suggested that you use the **Edit** option. Highlight the **Edit** option. Use the up and down arrow keys to select the OTHER category and press **ENTER**. Type the name of the specific position you wish to add.

BROWSE To see what is in this file, highlight the **Browse** option. Use the up and down arrow keys to look at the records or press **ENTER**. This will provide a list of all of the services that are entered.

DUPLICATE The **Dup**(duplicate) option is not very useful for this file. To find out how it is used, see the duplicate records section in **Student Information/Services.**

EDIT To edit records that have already been entered, highlight the **Edit** option and use the up and down arrow keys to select the record you wish to edit. Press **ENTER**. This will allow you to make changes in this file.

FIND To find a particular record, highlight **Find** and press **ENTER**. A pull-down menu will appear. If you want to find the record by position name, highlight **Position** and press **ENTER**. This will allow you to enter the name of the position you are looking for. Then press **ENTER**. If you want to find the record by index number, highlight **Index** and press **ENTER**. This will allow you to enter the index number. Press **ENTER**.

PRINT The **Print** option will allow you to print the records in the file as filtered.

VIEW The **VIEW** option displays the current filter used to view the file.

DELETE Before deleting a record, you must find it by using the techniques described above (see **Browse** or **Find**). Once you have found the record you wish to delete, press **DELETE**. You will be asked if you want to mark this record for deletion. **OK** will be highlighted. If you wish to delete it, press **ENTER**. If not, highlight **Cancel** and press **ENTER**.

To permanently delete the records marked for deletion, you must use the **Delete Marked Records** option under the **Utilities** menu.

EXIT Whenever you wish to exit or escape from an option, press **ESC** as many times as needed to get back to the desired menu.

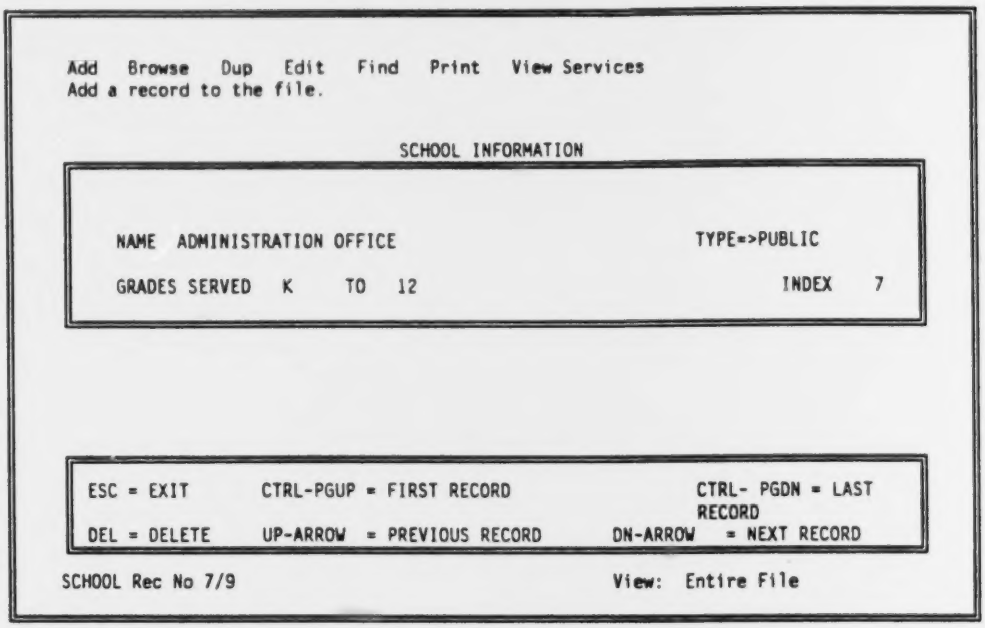
School Information

This file should contain all of the schools receiving Chapter 1 services.

When **School Information** is highlighted, press **ENTER**. The screen will display: **Name**, **Type= >**, **Grades Served**, and **Index**, as shown in Figure 4.3.

FIGURE 4.3

School Information Screen



ADD To add information, highlight the **Add** option and press **ENTER**. This will allow you to enter the name of the school. After entering the name, press **ENTER**. This will place you on **Type=>**. A pull-down menu will appear. Use the up or down arrow key to select your choice, then press **ENTER**. Now enter the grades served by the Chapter 1 program in this particular school. The **Index** will change with each school.

BROWSE To see what is in this file, highlight the **Browse** option. Use the up and down arrow keys to look at the records or press **ENTER** which will provide a list of all of the schools that are entered.

DUPLICATE The **Dup**(duplicate) option is not very useful for this file. To find out how it is used, see the duplicate records section in **Student Information/Services.**

EDIT To edit records that have already been entered, highlight the **Edit** option and use the up and down arrow keys to select the record you wish to edit. Press **ENTER**. This will allow you to make changes in any of the options in this file. Pressing **ENTER** will move you to the next option.

FIND To find a particular record, highlight the **Find** option and press **ENTER**. A pull-down menu will appear. If you want to find the record by the school name, highlight **School Name** and press **ENTER**. This will allow you to enter the name of the school you are looking for. Press **ENTER**. If you want to find the record by index number, highlight **Index** and press **ENTER**. This will allow you to enter the index number. Press **ENTER**.

PRINT The **Print** option will allow you to print the records in the file as filtered.

VIEW The **VIEW** option displays the current filter used to view the file.

DELETE Before deleting a record, you must find it by using the techniques described above (see **Browse** or **Find**). Once you have found the record you wish to delete, press **DELETE**. You will be asked if you want to mark this record for deletion. **OK** will be highlighted. If you wish to delete it, press **ENTER**. If not, highlight **Cancel** and press **ENTER**.

To permanently delete the records marked for deletion, you must use the **Delete Marked Records** option under the **Utilities** menu.

EXIT Whenever you wish to exit or escape from an option, press **ESC** as many times as needed to get back to the desired menu.

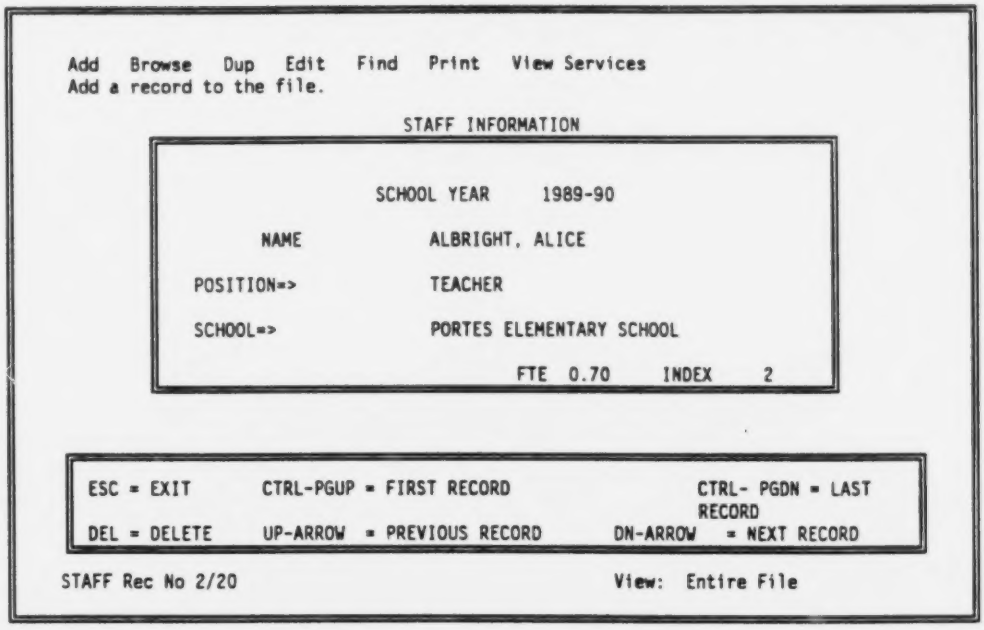
Staff Information

This file should contain all Chapter 1 funded staff. Only one record should exist for each staff person.

When the **Staff Information** option is highlighted, press **ENTER**. The screen will display a message and ask you to press any key to continue. The staff information screen will display: **School Year, Name, Position= >, School, FTE**, and **Index**, as shown in Figure 4.4. Notice the = > after **Position** and **School**. This indicates the selections will be in a pull-down menu.

FIGURE 4.4

Staff Information Screen


Add Browse Dup Edit Find Print View Services
Add a record to the file.
STAFF INFORMATION
SCHOOL YEAR 1989-90
NAME ALBRIGHT, ALICE
POSITION=> TEACHER
SCHOOL=> PORTES ELEMENTARY SCHOOL
FTE 0.70 INDEX 2
ESC = EXIT CTRL-PGUP = FIRST RECORD CTRL- PGDN = LAST RECORD
DEL = DELETE UP-ARROW = PREVIOUS RECORD DN-ARROW = NEXT RECORD
STAFF Rec No 2/20 View: Entire File

ADD

To add information, highlight the **Add** option and press **ENTER**. This will allow you to enter the name of the staff member first. When you press **ENTER**, it will take you to **School Year**. After entering the current year you will go to **Position= >**. By pressing **ENTER**, a pull-down menu will appear. Use the up and down arrow keys to highlight your choice. Press **ENTER**. Your choice will appear in the space and you will be ready to enter the information for **School= >**. Again, by pressing **ENTER** a pull-down menu will appear. Use the up and down arrow keys to highlight your choice. Press **ENTER**. This will move you to **F.T.E.** The Index will change with each new staff name.

F.T.E. means Full Time Equivalent. This is the portion of time that a staff member is funded by Chapter 1. For example if a staff member is full time, the F.T.E. will be 1.00. If the staff member is half time, the F.T.E. will be 0.50.

BROWSE To see what is in this file, highlight the **Browse** option. Use the up and down arrow keys to look at the records or press **ENTER** which will provide a list of all of the schools that are entered.

DUPLICATE The **Dup**(duplicate) option is not very useful for this file. To find out how it is used, see the duplicating records section in **Student Information/Services.**

EDIT To edit records that have already been entered, highlight the **Edit** option and use the up and down arrow keys to select the record you wish to edit. Press **ENTER**. It will first take you to **Name**. If you do not wish to change anything in this field, press **ENTER** to move to the field that you wish to edit. When you have finished editing the records, you will be asked if you want to write the changes on the disk. **OK** will be highlighted. If you want to make these changes, press **ENTER**. If not, highlight **Cancel** and press **ENTER**.

FIND To find a particular record, highlight **Find** and press **ENTER**. A pull-down menu will appear. If you want to find the record by the name of the staff person, highlight **Name** and press **ENTER**. this will allow you to enter the name of the person that you are looking for. If you want to find the record by index number, highlight **Index** and press **ENTER**. This will allow you to enter the index number of the person you are looking for.

PRINT The **Print** option will allow you to print the records in the file as filtered.

VIEW The **VIEW** option displays the current filter used to view the file.

DELETE Before deleting a record, you must find it by using the techniques described above (see **Browse** or **Find**). Once you have found the record you wish to delete, press **DELETE**. You will be asked if you want to mark this record for deletion. **OK** will be highlighted. If you wish to delete the record, press **ENTER**. If not, highlight **Cancel** and press **ENTER**.

To permanently delete the records marked for deletion, you must use the **Delete Marked Records** option under the **Utilities** menu.

EXIT Whenever you wish to exit or escape from an option, press **ESC** as many times as needed to get back to the desired menu.

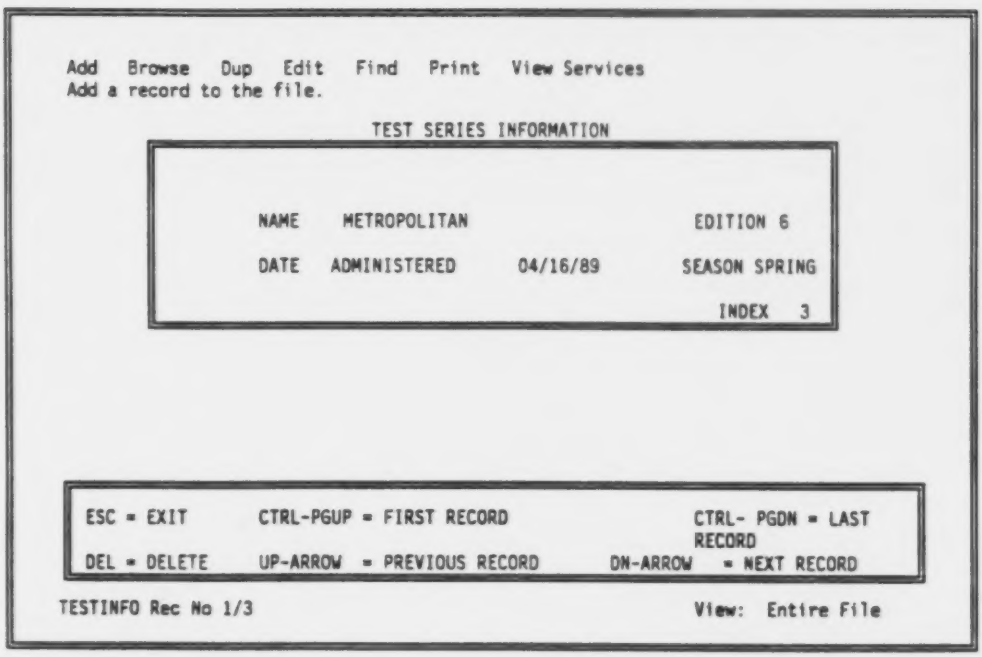
Test Series Information

This file should contain all tests used for Chapter 1 evaluation. One record should exist for each test every time it is administered (*i.e.*, MAT 6 - spring of '89, MAT 6 - spring of '90).

When the **Test Series Information** option is highlighted, press **ENTER**. The screen will display: **Name**, **Edition**, **Date Administered**, **Season**, and **Index**, as shown in Figure 4.5.

FIGURE 4.5

Test Series Information Screen


Add Browse Dup Edit Find Print View Services
Add a record to the file.
TEST SERIES INFORMATION
NAME METROPOLITAN EDITION 6
DATE ADMINISTERED 04/16/89 SEASON SPRING
INDEX 3
ESC = EXIT CTRL-PGUP = FIRST RECORD CTRL- PGDN = LAST RECORD
DEL = DELETE UP-ARROW = PREVIOUS RECORD DN-ARROW = NEXT RECORD
TESTINFO Rec No 1/3
View: Entire File

ADD To add information, highlight the **Add** option. Press **ENTER**. Now you are ready to enter the specific name of the test that your district uses, such as Mat 6, SRA, or CAT. When you press **ENTER** it takes you to **Edition**. If you are unsure of the edition that your district uses, you may leave it blank and edit it later. (You may do this by just pressing **ENTER**.) When you enter the **Date Administered**, the **Season** will automatically be calculated and entered. If a test battery is administered over several days, enter the date of the first day of testing. **Index** will automatically be calculated.

BROWSE To see what is in this file, highlight the **Browse** option. Use the up and down arrow keys to look at the records or press **ENTER**. This will provide a list of the tests that are used.

DUPLICATE The **Dup**(duplicate) option is not very useful for this file. To find out how it is used, see the duplicate records section in **Student Information/Services**.

EDIT To edit records that have already been entered, highlight the **Edit** option and use the up and down arrow keys to select the record you wish to edit. Press **ENTER**. This will allow you make changes to this record. When you have completed, press **ENTER**. You will be asked if you want to write the changes to the disk. **OK** will be highlighted. If you want to make these changes, press **ENTER**. If not, highlight **Cancel** and press **ENTER**.

FIND To find a particular record, highlight the **Find** option and press **ENTER**. A pull-down menu will appear. If you want to find the record by test name, highlight **Test Name** and press **ENTER**. This will allow you to enter the name of the test that you are looking for. Press **ENTER**. If you want to find the record by index number, highlight **Test Index** and press **ENTER**. This will allow you to enter the index number of the test you are looking for.

PRINT The **Print** option will allow you to print the records in the file as filtered.

VIEW The **VIEW** option displays the current filter used to view the file.

DELETE Before deleting a record, you must find it by using the techniques described above (see **Browse** or **Find**). Once you have found the record that you wish to delete, press **DELETE**. You will be asked if you want to mark this record for deletion. **OK** will be highlighted. If you wish to delete it, press **ENTER**. If not, highlight **Cancel** and press **ENTER**.

To permanently delete the records marked for deletion, you must use the **Delete Marked Records** option under the **Utilities** menu.

EXIT Whenever you wish to exit or escape from an option, press **ESC** as many times as needed to get back to the desired menu.

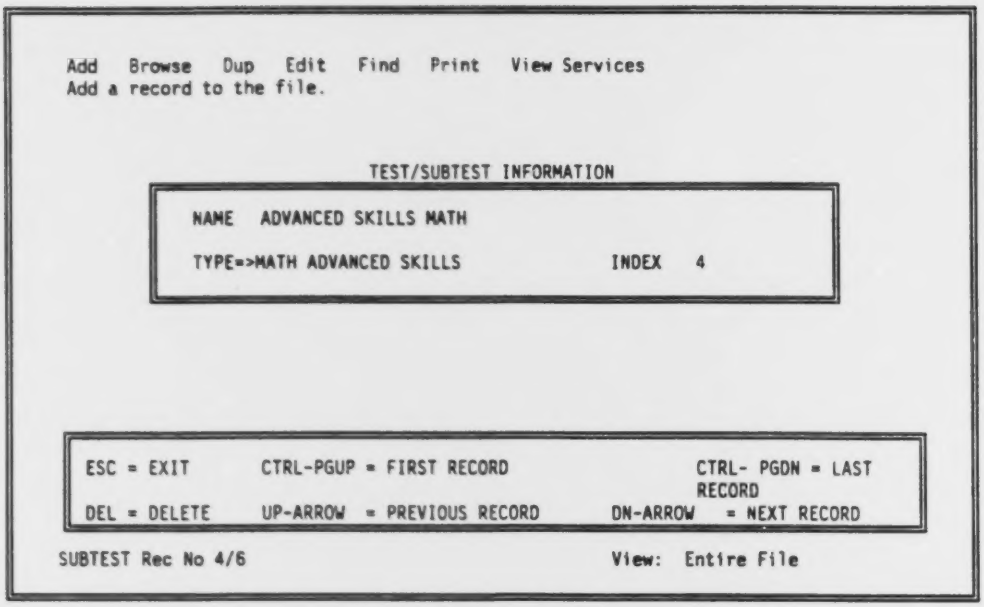
Test/Subtest Information

This file should contain the names of the various total tests and subtests used to evaluate your Chapter 1 program. Each total test or subtest must be identified as Advanced Reading, Basic Reading, Advanced Math, Basic Math, Language Arts or others. Programs serving students in reading must have advanced reading and basic reading records. Programs serving students in math must have advanced math and basic math records.

When the **Test/Subtest Information** option is highlighted, press **ENTER**. The screen will display: **Name, Type= >,** and **Index,** as shown in Figure 4.6. A general listing of names for subtests has already been entered. Use the up and down arrow keys or the **Browse** option to see what is there.

FIGURE 4.6

Test/Subtest Information Screen



ADD To add information, highlight the **Add** option. Press **ENTER**. Now you are ready to enter the specific names of subtests for your test series. When you press **ENTER** you will move to **Type=>**. Press **ENTER** and a pull-down menu will appear. Highlight your choice for the type of test and press **ENTER**. The **Index** will automatically change.

BROWSE To see what is in this file, highlight the **Browse** option. Use the up and down arrow keys to look at the records or press **ENTER**. This will provide a list of the subtests that are used.

DUPLICATE The **Dup**(duplicate) option is not very useful for this file. To find out how it is used, see the duplication records section in **Student Information/Services**.

EDIT To edit records that have already been entered, highlight the **Edit** option and use the up and down arrow keys to select the record you wish to edit. Press **ENTER**. This will allow you to make changes in this file.

FIND To find a particular record, highlight **Find** and press **ENTER**. A pull-down menu will appear. If you want to find the record by the name of the subtest, highlight **Subtest** and press **ENTER**. This will allow you to enter the name of the subtest you are looking for. Press **ENTER**. If you want to find the record by index number, highlight **Index** and press **ENTER**. This will allow you to enter the index number. Press **ENTER**.

PRINT The **Print** option will allow you to print the records in the file as filtered.

VIEW The **VIEW** option displays the current filter used to view the file.

DELETE Before deleting a record, you must find it by using the techniques described above (see **Browse** or **Find**). Once you have found the record you wish to delete, press **DELETE**. You will be asked if you want to mark this record for deletion. **OK** will be highlighted. If you wish to delete it, press **ENTER**. If not, highlight **Cancel** and press **ENTER**.

To permanently delete the records marked for deletion, you must use the **Delete Marked Records** option under the **Utilities** menu.

EXIT Whenever you wish to exit or escape from an option, press **ESC** as many times as needed to get back to the desired menu.

When you have completed all of the information for District Info, you will be ready to enter information into the Student Info files.

STUDENT INFORMATION

When **Student Info** is highlighted, Press **ENTER** to display the menu. Use the arrow keys to highlight the files. It is suggested that you enter information into the **Personal** file before doing the others. There will be some additional options in the menus: in the **Personal** file, a **Zoom** option is included; in the **Services** file, a **Tests** option is included; in the **Test Results** file, a **Services** option is included.

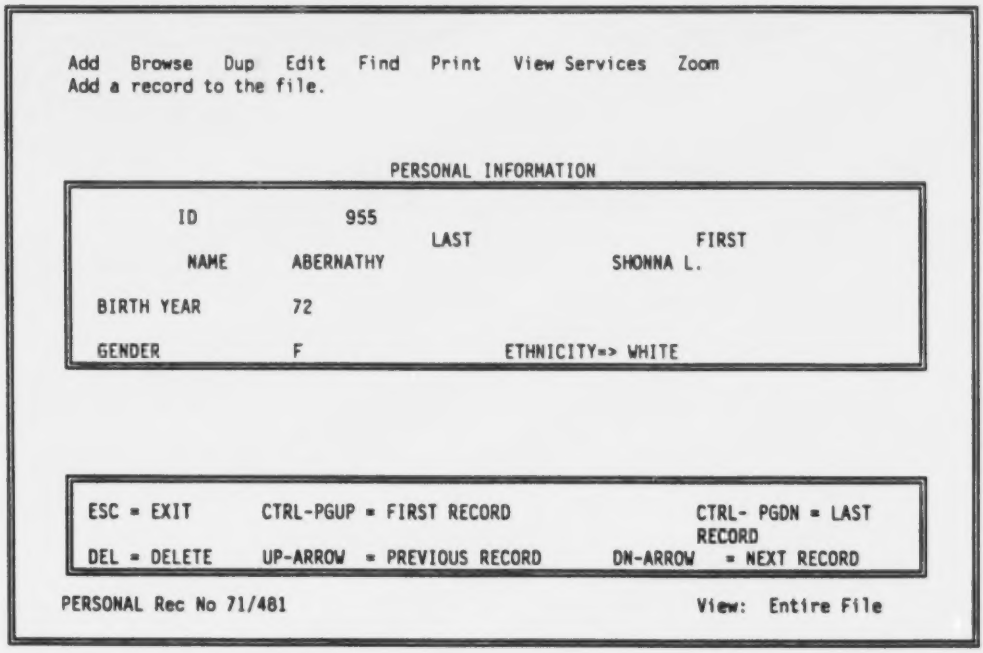
Personal

This file should contain records for all students served in your Chapter 1 program. Only one record should exist for each student, regardless of the number of years the student has been served. The ID must be unique for each student.

When the **Personal** option is highlighted, press **ENTER**. The screen will display: **ID, Name, Birth Year, Gender**, and **Ethnicity= >**, as shown in Figure 4.7. A unique **ID** needs to be assigned to each student. The **ID** can be up to ten characters (numbers or letters).

FIGURE 4.7

Personal Information Screen


Add Browse Dup Edit Find Print View Services Zoom
Add a record to the file.
PERSONAL INFORMATION
ID 955
LAST FIRST
NAME ABERNATHY SHONNA L.
BIRTH YEAR 72
GENDER F ETHNICITY=> WHITE
ESC = EXIT CTRL-PGUP = FIRST RECORD CTRL- PGDN = LAST RECORD
DEL = DELETE UP-ARROW = PREVIOUS RECORD DN-ARROW = NEXT RECORD
PERSONAL Rec No 71/481 View: Entire File

ADD

To add information to this file, highlight the **Add** option and press **ENTER**. This will allow you to enter the **ID** for the student. Press **ENTER**. Now you must enter the **Name** of the student. Enter the **Last Name**, press **ENTER**. Enter the **First Name** and press **ENTER**. Now enter the **Birth Year** for this student. Press **ENTER**.

For **Gender**, you may only enter **F** for female or **M** for male. The program will not allow you to proceed until a correct gender entry has been made. When you press **ENTER**, it will take you to the pull-down menu for the **Ethnicity= >** field. Highlight your choice and press **ENTER**. You will be asked if you want to add this record to the file. **OK** will be highlighted. If you want to add it, press **ENTER**. If not, highlight **Cancel** and press **ENTER**.

BROWSE To see what is in this file, highlight the **Browse** option. Use the up and down arrow keys to look at the records or press **ENTER**. This will provide a list of all of the students entered, with **ID** and first and last names.

DUPLICATE The **Dup**(duplicate) option is not very useful for this file. To find out how it is used, see the duplicate records section in **Student Information/Services**.

EDIT To edit records that have already been entered, highlight the **Edit** option and use the up and down arrow keys to select the record you wish to edit. Press **ENTER**. This will allow you to make changes in this file. Just press **ENTER** to move you to the field that needs to be changed.

FIND To find a particular record, highlight **Find** and press **ENTER**. A pull-down menu will appear. If you want to find the record by the student **ID**, highlight **Student ID** and press **ENTER**. This will allow you to enter the **ID** of the student whose record you are looking for. If you wish to find the record by the name of the student, highlight **LastName/FirstName** and press **ENTER**. This will allow you to enter the name of the student you are looking for. Press **ENTER**.

PRINT The **Print** option will allow you to print the records in the file as filtered.

VIEW The **VIEW** option displays the current filter used to view the file.

ZOOM If you want to go quickly from one screen of information about a student to the next, highlight the **Zoom** option and press **ENTER**. A pull-down menu will appear. If you want to zoom to the **Chapter 1 Services** screen, highlight **Chapter 1 Services** and press **ENTER**. If you want to zoom to the **Test Information** screen, highlight **Test Information** and press **ENTER**. Always use **ESC** to return to **Personal Information.**

DELETE Before deleting a record, you must find it by using the techniques described above (see **Browse** or **Find**). Once you have found the record you wish to delete, press **DELETE**. You will be asked if you want to mark this record for deletion. **OK** will be highlighted. If you wish to delete it, press **ENTER**. If not, highlight **Cancel** and press **ENTER**. If service or test records for this student exist, the program will ask you if you wish to delete these. **OK** will be highlighted. Press **ENTER**, since service and test records should not remain if the personal record is deleted.

To permanently delete the records marked for deletion, you must use the **Delete Marked Records** option under the **Utilities** menu.

EXIT Whenever you wish to exit or escape from an option, press **ESC** as many times as needed to get back to the desired menu.

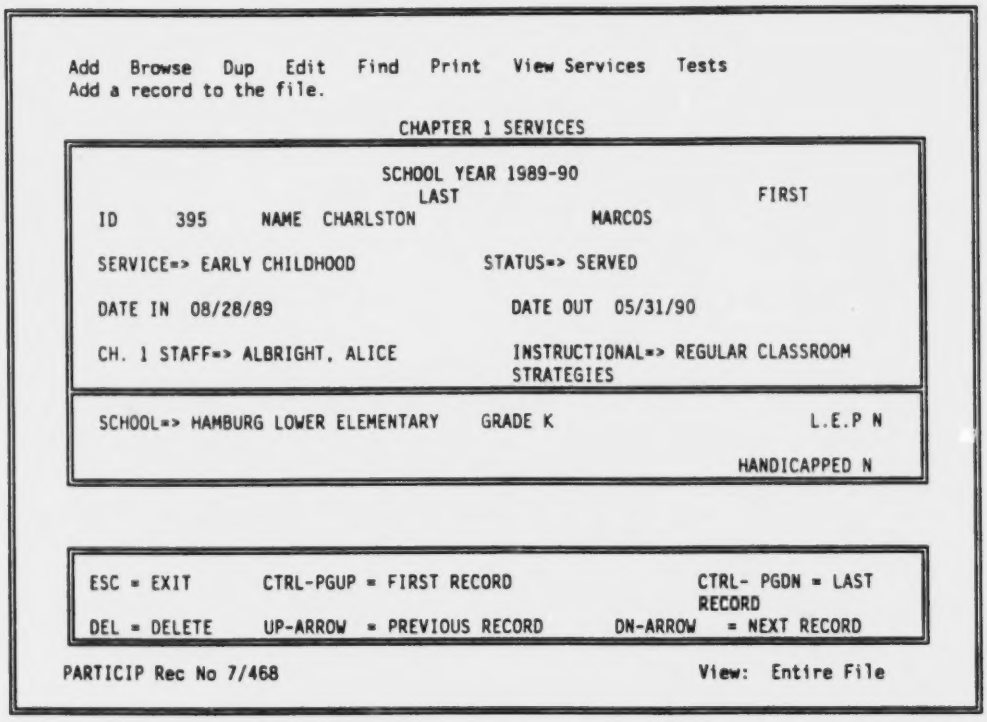
Services

This file should contain records of service information for all students served in Chapter 1. One record for each student must be added for each service, for each year the students are served in the Chapter 1 program. Before entering information in this file, school, staff services and student personal information must be entered in the appropriate file.

When the **Service** option is highlighted, press **ENTER**. The screen will display: **School Year, ID, Name, Service= >, Status= >, Date-In, Date-Out, Ch. 1 Staff= >, Instructional Strategies= >, School= >, Grade, L.E.P.**, and **Handicapped**, as shown in Figure 4.8. Notice the = > after many of the options. This indicates that pull-down menus are to be used for entering information.

FIGURE 4.8

Chapter 1 Services Screen



ADD

To add information to this file, highlight the **Add** option and press **ENTER**. When you enter the **ID** of a student, the name will automatically appear. (If you enter an **ID** that has not been entered in the **Personal** file, the computer will tell you that this **ID** cannot be found and you must press any key to continue).

Enter the school year and press **ENTER**, the cursor will move to **Service= >**. Press **ENTER**. Highlight your selection and press **ENTER**. The computer will enter your selection and move you to **Status= >**. By pressing **ENTER**, the pull-down menu will appear. Highlight your choice and press **ENTER**. Your selection will be entered and you will be ready to enter the dates in **Date-In** and **Date-Out** fields. These must contain dates within the school year as entered. It is suggested that you enter the date for the last day of classes in the **Date-Out** field. This **Date-Out** field must be completed before continuing with other fields on the screen.

After completing the dates, press **ENTER**. You will be moved to **Ch. 1 Staff= >**. When you press **ENTER**, a pull-down menu will appear. Highlight your choice and press **ENTER**. You will be moved to **Instructional Strategies= >**. When you press **ENTER**, a pull-down menu will appear. Highlight your choice and press **ENTER**. You will be moved to **School= >**. When you press **ENTER**, a pull-down menu will appear. Highlight your choice and press **ENTER**. Now you will need to enter the grade the student is currently in. If this grade is not in the range of grades that you entered previously under **School Information**, it will not be accepted.

The next two options require a **Y** for yes or a **N** for no. Is the student a **L.E.P.** (Limited English Proficient) student that is being served by Chapter 1? Is this student a **Handicapped** (Special Education) student that is being served by Chapter 1 ? When you complete these two fields, you will be asked if you want to add this record to the file. **OK** will be highlighted. If you want to add it, press **ENTER**. If not, highlight **Cancel** and press **ENTER**.

After you have entered information for one student, you may duplicate the information for other students, just by changing the **ID** [see **Dup**(duplicate) below].

BROWSE

To see what is in this file, highlight the **Browse** option. Use the up and down arrow keys to look at the records or press **ENTER**. This will provide a list of student service records. This list includes columns for each of the following: **Year, ID, Service, Status, Date-In,** and **Date-Out**.

DUPLICATE

The **Dup**(duplicate) option is very useful here. First, enter or find a record with the information you wish to duplicate for other students. Highlight **Dup**(duplicate) and press **ENTER**. Now enter the **ID** of the student and press **ENTER**. The computer will enter the first and last name. If all of the remaining information will be the same, you may press **CTRL-W** to save everything from this point on. This way you will only need to enter the **ID** for each student. This option can also be used if a student is receiving more than one service. You may enter information up to and including **Service= >**. Press **CTRL-W** and it will save everything from that point on. This feature will speed up adding information.

EDIT To edit records that have already been entered, highlight the **Edit** option and use the up and down arrow keys to select the record you wish to edit. Press **ENTER**. This will allow you to make changes in this record.

FIND To find a particular record, highlight the **Find** option and press **ENTER**. A pull-down menu will appear. You will be asked to enter the Student **ID**. Enter the **ID** and press **ENTER**.

PRINT The **Print** option will allow you to print the records in the file as filtered.

VIEW The **VIEW** option displays the current filter used to view the file.

TESTS To use the **Tests** option that is particular to this screen, highlight **Tests** and press **ENTER**. This will allow you to **zoom** to the **Tests** entry screen. This will be useful if you are entering all information for one student. You can go quickly from one screen to the next, without always having to go back to the menu. When you **zoom** to one file, it is recommended that you use **ESC** to get back to the original entry screen to start with another student.

DELETE Before deleting a record, you must find it by using the techniques described above (see **Browse** or **Find**). Once you have found the record you wish to delete, press **DELETE**. You will be asked if you want to mark this record for deletion. **OK** will be highlighted. If you wish to delete, it, press **ENTER**. If not, highlight **Cancel** and press **ENTER**.

To permanently delete the records marked for deletion, you must use the **Delete Marked Records** option under the **Utilities** menu.

EXIT Whenever you wish to exit or escape from an option, press **ESC** as many times as needed to get back to the desired menu.

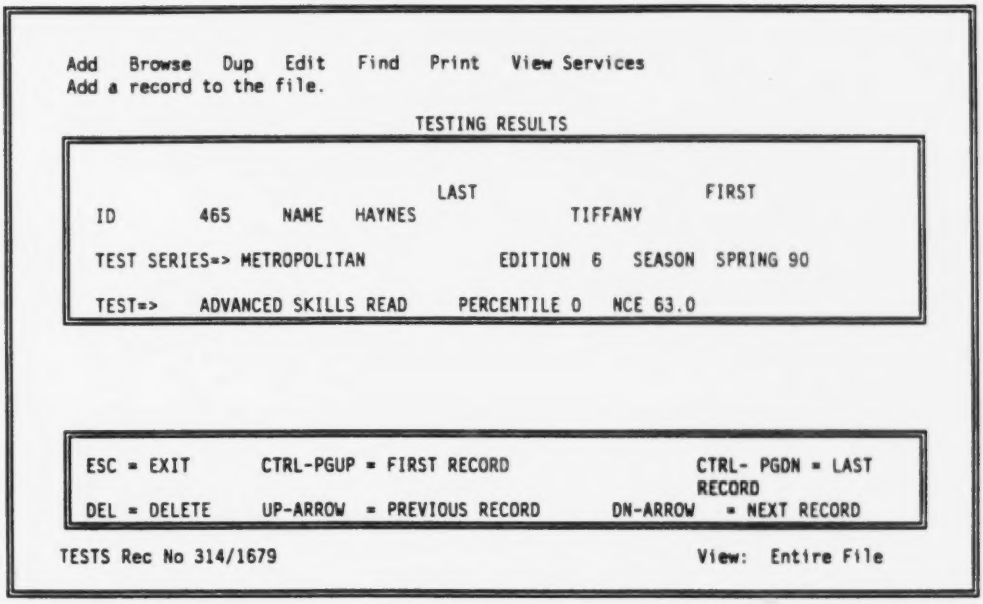
Test Results

This file contains records of all evaluation test scores for students receiving Chapter 1 services. Each score is stored in a separate record although four records can be added at one time. Before entering information in this file, test series and test/subtest information must be entered in the appropriate files.

When the **Test Results** option is highlighted, press **ENTER**. The screen will display: **ID, Name, Test Series = >, Edition, Season, Test = >, Percentile,** and **NCE**, as shown in Figure 4.9. This file contains the additional option of **Services**, which will allow you to zoom to the **Services** file.

FIGURE 4.9

Test Results Screen


Add Browse Dup Edit Find Print View Services
Add a record to the file.
TESTING RESULTS
LAST FIRST
ID 465 NAME HAYNES TIFFANY
TEST SERIES=> METROPOLITAN EDITION 6 SEASON SPRING 90
TEST=> ADVANCED SKILLS READ PERCENTILE 0 NCE 63.0
ESC = EXIT CTRL-PGUP = FIRST RECORD CTRL- PGDN = LAST RECORD
DEL = DELETE UP-ARROW = PREVIOUS RECORD DN-ARROW = NEXT RECORD
TESTS Rec No 314/1679 View: Entire File

ADD

To add information to this file, highlight **Add** and press **ENTER**. This will allow you to enter the **ID** of the student. Press **ENTER**. The computer will enter the name of the student and a pull-down menu will appear with a list of tests and dates. Highlight the test name with the correct session and year and press **ENTER**. The computer will give you four sets of entry fields for the tests, along with fields for scores. Highlight one of the choices and press **ENTER**.

If a percentile is entered, CHIMP will look up the corresponding NCE and enter it in the NCE field. If you have NCE scores already, just leave the **Percentile** field as 0, by pressing **ENTER** and entering the NCE. When you press **ENTER**, it will move you to the next field. Press **ENTER** and the pull-down menu will appear. If you wish, enter more test information in the remaining fields. If not, press **CTRL-W** to save the information you have entered. When the information is saved, either by pressing **CTRL-W** or completing the screen, the entry screen will once again display only one score.

BROWSE To see what is in this file, highlight the **Browse** option. Use the up and down arrow keys to look at the records or press **ENTER**. This will provide a list of test records by number, along with subtests indices, percentiles, and NCEs.

DUPLICATE The **Dup**(duplicate) option is not very useful for this file. To find out how it is used, see the duplication records section in **Student Information/Services**.

EDIT To edit records that have already been entered, highlight the **Edit** option and use the up and down arrow keys to select the record you wish to edit. Press **ENTER**. To make changes in **Test Series**= > or **Test**= >, when you press **ENTER**, you will need to choose from the pull-down menu. Just highlight the new choice and press **ENTER**. Use the down arrow key to move the cursor to the next field.

FIND To find a particular record, highlight **Find** and press **ENTER**. A pull-down menu will appear. It will allow you to find the record by the student ID. Enter the **ID** number or letter and press **ENTER**.

PRINT The **Print** option will allow you to print the records in the file as filtered.

VIEW The **VIEW** option displays the current filter used to view the file.

SERVICES If you want to go quickly from this **Test Results** screen to **Services**, highlight **Services** and press **ENTER**. This will take you to the services screen without going back to the menu. From the **Services** screen, it is recommended that you use **ESC** to get back to the **Test Results** screen.

DELETE Before deleting a record you must find it by using the techniques described above (see **Browse** or **Find**). Once you have found the record you wish to delete, press **DELETE**. You will be asked if you want to mark this record for deletion. **OK** will be highlighted. If you wish to delete it, press **ENTER**. If not, highlight **Cancel** and press **ENTER**.

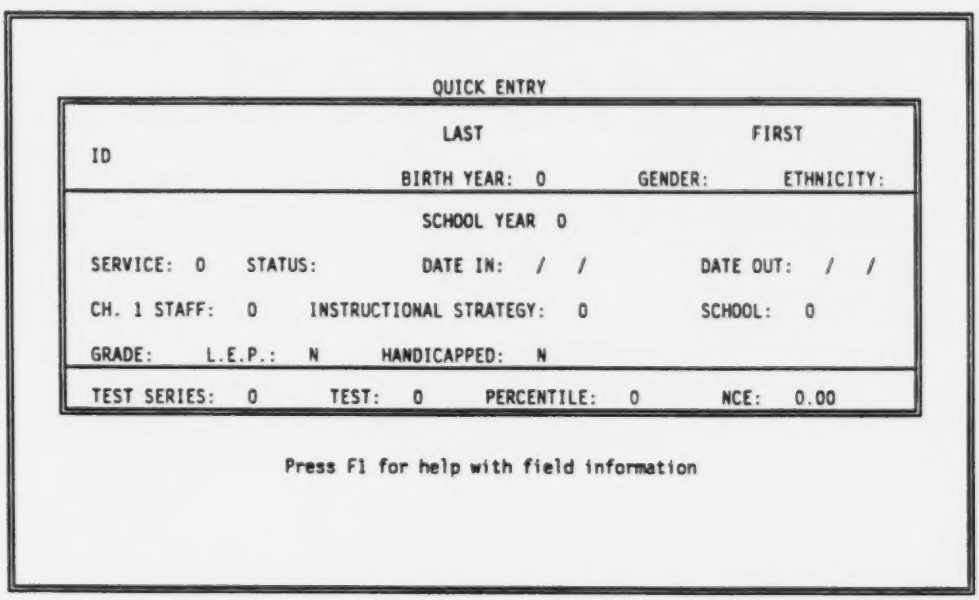
To permanently delete the records marked for deletion, you must use the **Delete Marked Records** option under the **Utilities** menu.

EXIT Whenever you wish to exit or escape from an option, press **ESC** as many times as needed to get back to the desired menu.

Quick Entry Screen

FIGURE 4.10

Quick Entry Screen



The **Quick Entry** selection found under the **Student Info** main menu option provides a single data entry screen in which personal, service and test information may be entered for students. Refer to Figure 4.10. This selection does not provide **Browse, Dup**(duplicate), **Edit,** or **Find** options. However, it does provide an environment in which different data may be entered quickly without using the pull-down menus.

When **Quick Entry** is selected, you will be asked if you wish to change certain settings for the quick entry screen. Refer to Figure 4.11. These settings include:

Confirm when set to **YES**, requires that the **ENTER** key be pressed to complete each field

when set to **NO**, the cursor automatically advances to the next field when the entry is completed

Forward when set to **YES**, keeps school information such as dates and tests on the screen from one student to the next

when set to **NO**, you will have to fill in this information for each student

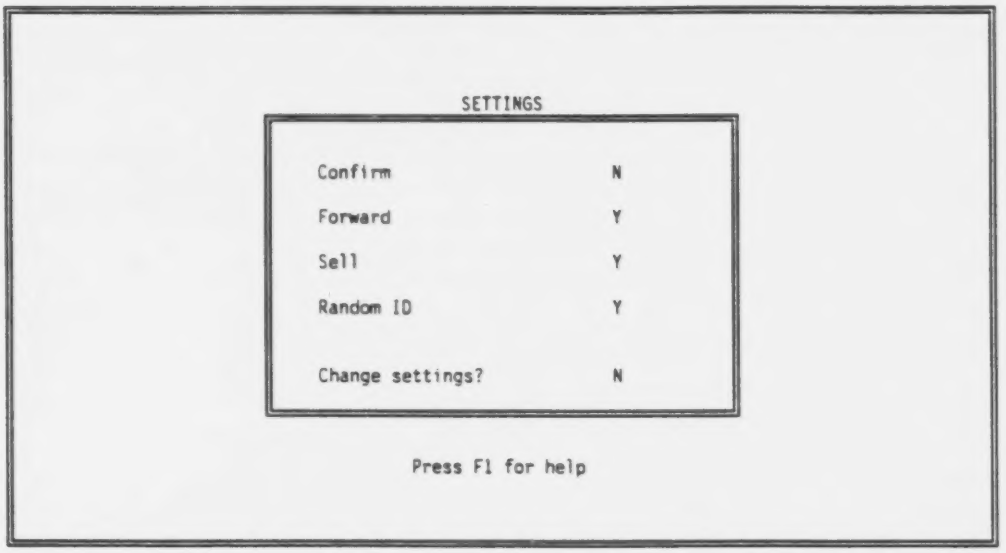
Bell when set to **YES**, sounds the bell when each field is completed

Random ID when set to **YES**, allows you to assign a random ID by pressing **F1** when the cursor is at the **ID** field (consecutive IDs will be assigned)

when set to **NO**, you will have to assign an ID for each student.

FIGURE 4.11

Quick Entry Settings



Next, you will be asked if you wish to **PRINT THE KEY** to the student data fields. Choosing **Yes** will print a list of all the codes used in the **Quick Entry** data screen. These include codes to use for **Ethnicity, Service, Status, Chapter 1 Staff, Test Series**, and **Test**. Many of these come from the **District Info** files. Always make sure that you are using a current key when entering data in **Quick Entry.**

All District information must be entered before continuing with the **Quick Entry** option.

On the **Quick Entry** screen, data is entered by typing the appropriate information or code. Pull-down menus are not used for data entry. Codes can be displayed by pressing **F1** when the cursor is on a coded field. When the **Random ID** setting is on, pressing **F1** on the ID field will create a unique ID. Pressing **F1** on the fields that do not use codes will provide a help message for the field.

Personal Information

When an ID is entered, the program will determine if that ID exists in the Personal Information file. If it exists, the program will display the personal information for the student and set the cursor on the school year field. If a new ID is entered, the cursor will move to the last name field allowing you to enter a new personal information record.

Service Information

When the cursor is on the School Year field, you may fill out the information in that area or press **ESC** or **End** to continue to the test information area. **The service information is not saved until you complete the record and the cursor returns to the school year field**. When finished, press **ESC** or **End** to move to the test area. To duplicate the previous record, press **ENTER** to get to the field you wish to change, enter the new information and press **Page Down** or **CTRL-W** to save the record.

This section may be skipped by pressing **ESC** when the cursor is first positioned in the **SCHOOL YEAR** field.

Test Information

When in the test information area, you may enter information for as many tests as desired. You may enter either a percentile or an NCE score. Entering a percentile will calculate the NCE and save the record. Press **ESC** when finished entering test data.

This section may be skipped by pressing **ESC** when the cursor is first in the **TEST SERVICES** field.

When finished with the test data, the cursor will move to the **ID** field allowing you to enter data for another student. Continue entering records or press **ESC** to exit **Quick Entry**.

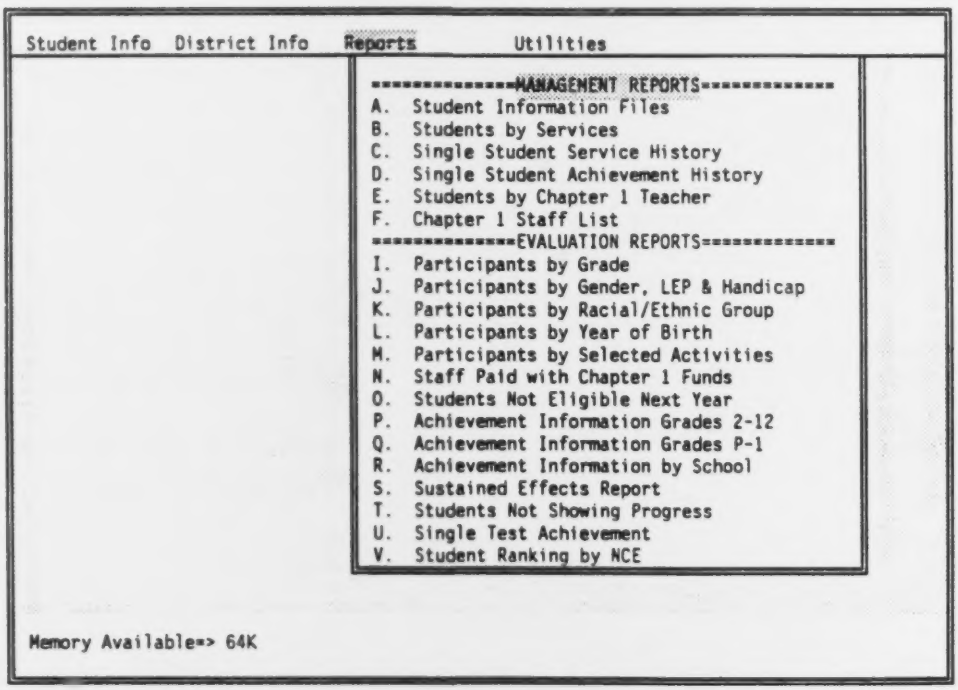
CHAPTER 5

REPORTS

When the **Reports** option is highlighted, press **ENTER** to display a pull-down menu with a list of reports that are available, as shown in Figure 5.1. This list may vary as it is customized for each state, depending on the state evaluation requirements.

FIGURE 5.1

Reports Pull-Down Menu (Full list of reports)


Student Info
District Info
Reports
Utilities
MANAGEMENT REPORTS
A. Student Information Files
B. Students by Services
C. Single Student Service History
D. Single Student Achievement History
E. Students by Chapter 1 Teacher
F. Chapter 1 Staff List
EVALUATION REPORTS
I. Participants by Grade
J. Participants by Gender, LEP & Handicap
K. Participants by Racial/Ethnic Group
L. Participants by Year of Birth
M. Participants by Selected Activities
N. Staff Paid with Chapter 1 Funds
O. Students Not Eligible Next Year
P. Achievement Information Grades 2-12
Q. Achievement Information Grades P-1
R. Achievement Information by School
S. Sustained Effects Report
T. Students Not Showing Progress
U. Single Test Achievement
V. Student Ranking by NCE
Memory Available=> 64K

Notice that reports A-F are management reports which will provide a listing of information. Reports I-L provide unduplicated counts of students, which may be needed for your SEA evaluations. Option M will give you a duplicated count of students. Reports N through U will produce various achievement reports.

When you want to select a report to run, use the up and down arrow keys to highlight your selection and then press **ENTER**. (Reports A, T and U have sub-categories and a second screen will appear for you to make another selection as shown in Figure 5.2).

FIGURE 5.2

Reports Pull-Down Menu with sub-category

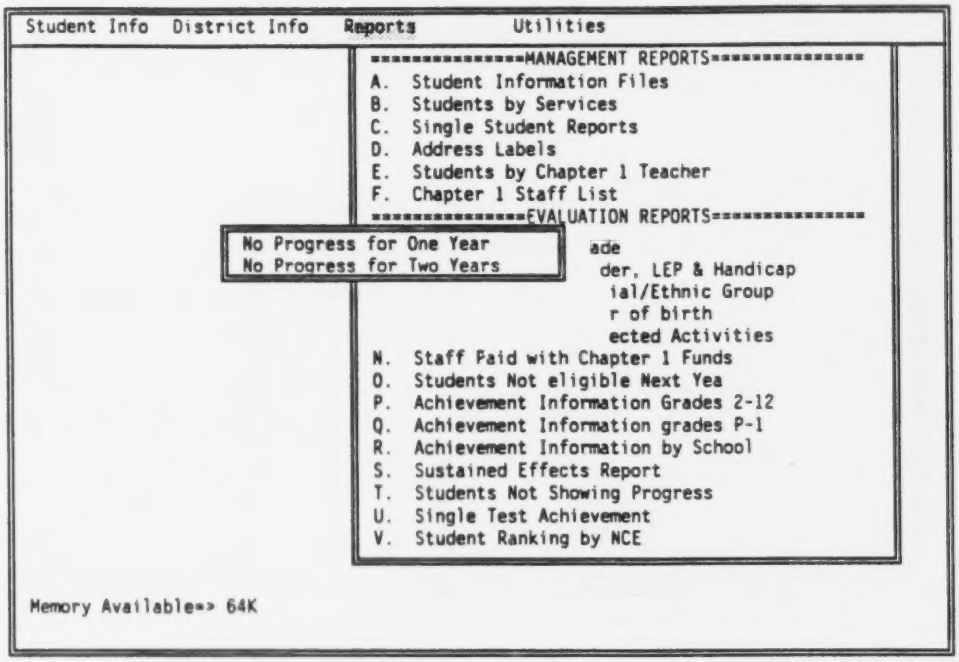
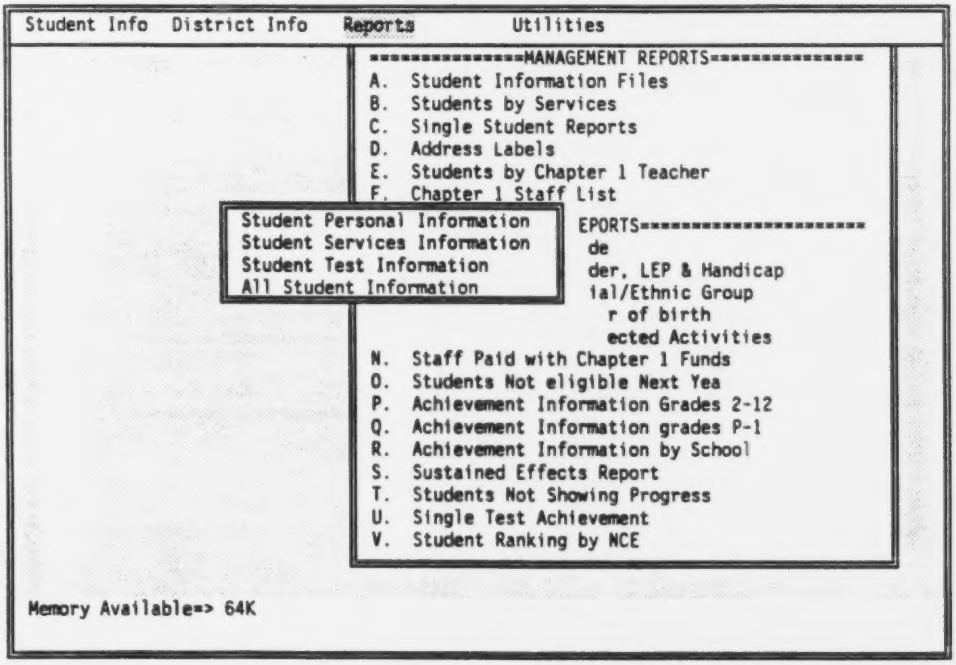

Student Info District Info Reports Utilities
==========MANAGEMENT REPORTS==========
A. Student Information Files
B. Students by Services
C. Single Student Reports
D. Address Labels
E. Students by Chapter 1 Teacher
F. Chapter 1 Staff List
==========EVALUATION REPORTS==========
No Progress for One Year
No Progress for Two Years
ade
der, LEP & Handicap
ial/Ethnic Group
r of birth
ected Activities
N. Staff Paid with Chapter 1 Funds
O. Students Not eligible Next Yea
P. Achievement Information Grades 2-12
Q. Achievement Information grades P-1
R. Achievement Information by School
S. Sustained Effects Report
T. Students Not Showing Progress
U. Single Test Achievement
V. Student Ranking by NCE
Memory Available=> 64K

FIGURE 5.3

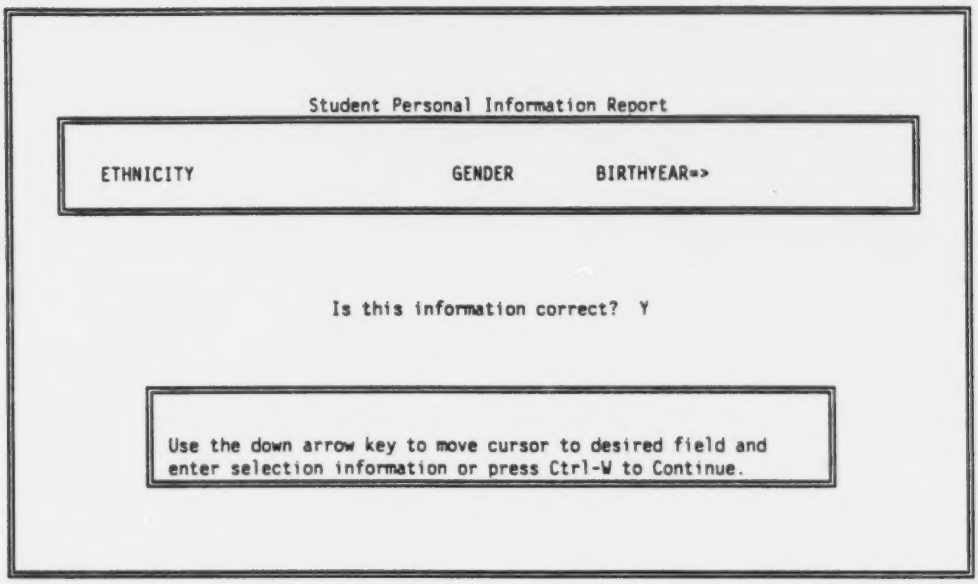
Reports Pull-Down Menu with sub-category



BEST COPY AVAILABLE

FIGURE 5.4

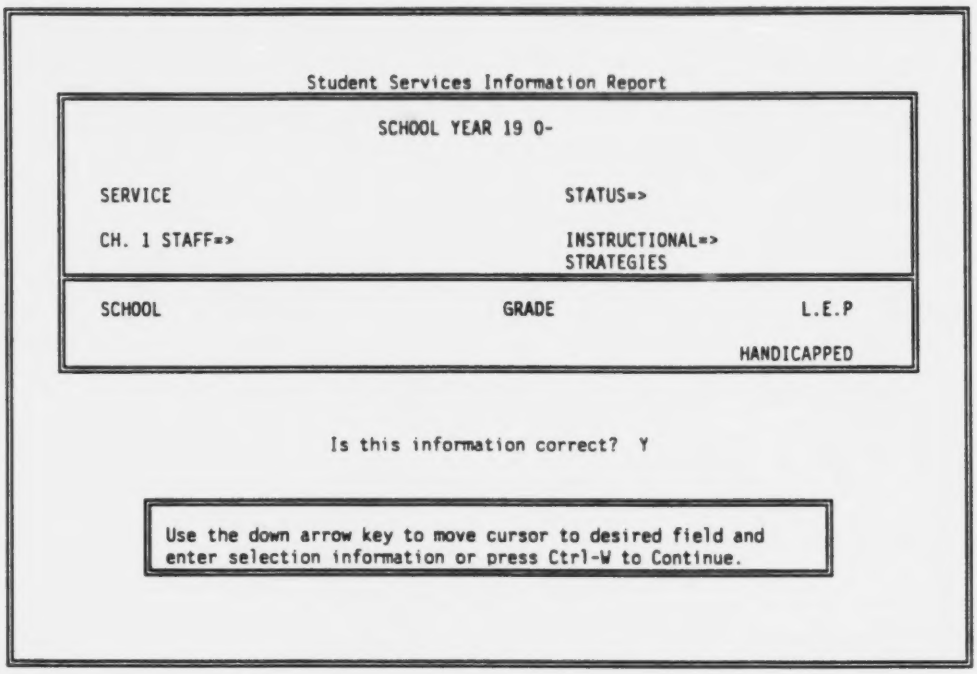
Personal Information Selection Criteria Screen


Student Personal Information Report
ETHNICITY
GENDER
BIRTHYEAR=>
Is this information correct? Y
Use the down arrow key to move cursor to desired field and
enter selection information or press Ctrl-W to Continue.

After you have made your selection and pressed **ENTER**, a screen will appear allowing you to enter filter criteria. ENTER ONLY THE INFORMATION YOU WISH TO USE TO LIMIT THE SCOPE OF THE REPORT. LEAVE EVERYTHING ELSE BLANK. If you wish to run a report on girls, use the Student Information File (A) and only fill out the Gender space with F for female. Leave everything else blank. This will give you information on all girls. Refer to Figure 5.4.

FIGURE 5.5

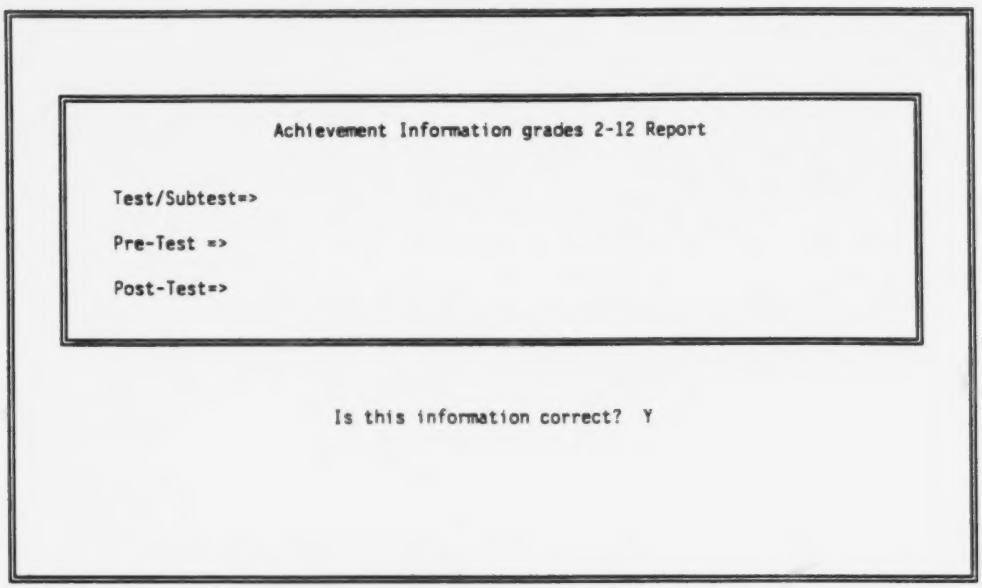
Student Services Selection Criteria Screen



When you have completed the Personal Information Selection screen, the Student Services Selection screen will appear. If you want to see information for one particular year, at a particular school, only enter the year and the school. Leave everything else blank. Refer to Figure 5.5. When running Achievement Information reports, you will need to use filter criteria to indicate the test series and subtests used. Refer to Figure 5.6.

FIGURE 5.6

Test Results Selection Criteria Screen



Using the selection criteria screens will allow you to:

1. Check data, such as looking at the results of one particular school.

2. Disaggregate data, which allows you to look at relationships between data, such as looking at boys' scores versus girls' scores.

SOME THINGS TO REMEMBER WHEN USING THE REPORTS OPTION

Only fill in the information of the criteria you want selected - leave everything else blank.

Be careful in choosing criteria (If you want to only look at math scores, be sure to select the correct subtests that would give that information).

Some older model computers may take a while to gather the information, especially if you are asking for information about a large number of students, so be patient.

Refer to Appendix B for a copy of the screens for each report.

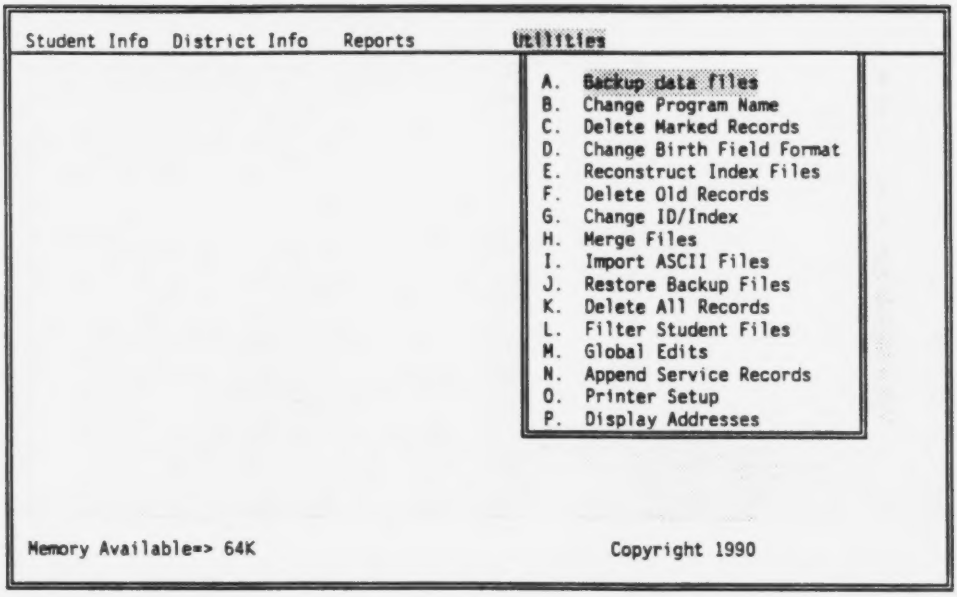
CHAPTER 6

UTILITIES

Several options are presented on the utilities pull-down menu.

FIGURE 6.1

Utilities Pull-Down Menu (Full list of Utilities)



BACKUP DATA FILES

This utility should be used to copy your data files to floppy disk. You should have four formatted floppy disks ready before using this option. Data files should be backed up on a regular basis in the event of a hard disk failure.

"It's not IF your hard disk will crash, it's WHEN."

CHANGE PROGRAM NAME

If the program does not show your district's name when first loaded, use this feature to enter the correct information. You can also change the state using this option.

DELETE MARKED RECORDS

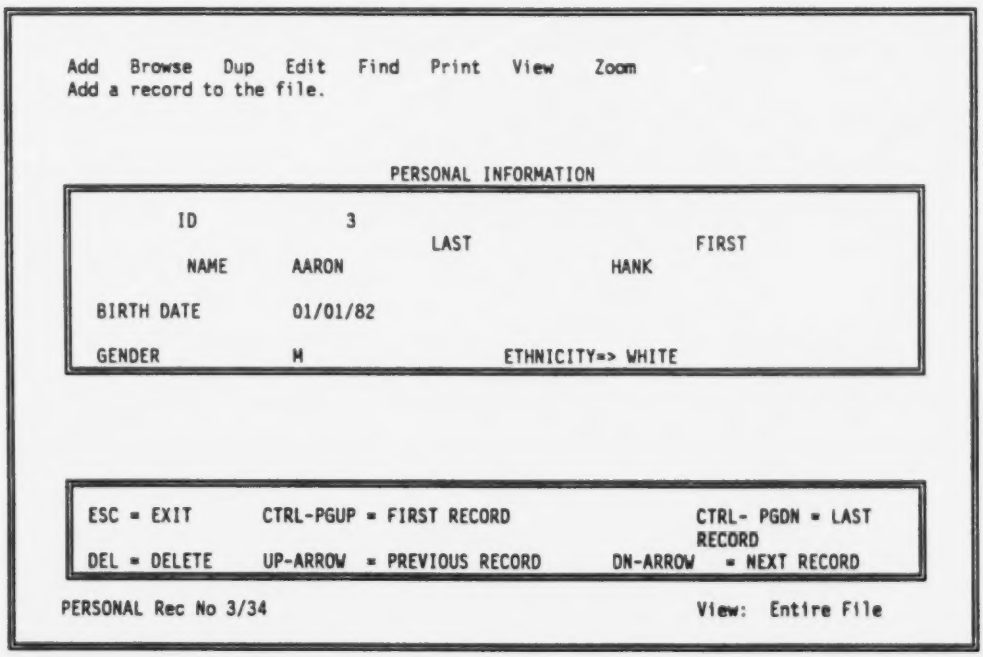
When records are marked for deletion, they are not deleted from your files. Use this feature to permanently remove records from the database.

CHANGE BIRTH FIELD FORMAT

This option will allow you to change the display of the **birth field** in the Student Personal Information Screen. You may set this field to store either the entire birth date or just the year of birth.

FIGURE 6.2

Personal Information Screen Showing Complete Birthdate


Add Browse Dup Edit Find Print View Zoom
Add a record to the file.
PERSONAL INFORMATION
ID 3
LAST FIRST
NAME AARON HANK
BIRTH DATE 01/01/82
GENDER M ETHNICITY=> WHITE
ESC = EXIT CTRL-PGUP = FIRST RECORD CTRL- PGDN = LAST RECORD
DEL = DELETE UP-ARROW = PREVIOUS RECORD DN-ARROW = NEXT RECORD
PERSONAL Rec No 3/34 View: Entire File

RECONSTRUCT INDEX FILES

If your index files have been corrupted and records that are in the database cannot be found, this feature reconstructs the index files needed for CHIMP to know where records are. In the event of a power shortage while working on the program, the Index Files may be corrupted. By selecting **Reconstruct Index Files**, the program will, once again, be able to recapture the information previously entered.

DELETE OLD RECORDS

This utility allows you to delete student records for students not in the program after a specified year.

CHANGE ID/INDEX

This utility will allow you to change the student ID in the personal file or the index numbers on the district information files. Use this utility when merging files or importing ASCII files to ensure unique student IDs and indices.

CHIMP uses unique indices to relate the various files. When an entry is chosen from a pull-down menu, CHIMP stores the index rather than the name that appears on the screen. These indices must therefore be unique in order for CHIMP to function properly.

When this utility is in use, you may choose the student personal information data entry or the various district information data entry screens and edit record IDs or indices. When a change is made, CHIMP will look up all records that contain that index or ID and change entries so that all record relations are maintained.

As an example, if a student ID is changed in the student personal information data entry screen, CHIMP will locate all records in the student service information and student test information files with the old ID and change it to the new ID.

MERGE FILES

This utility allows you to merge CHIMP files entered on several computers and saved on disk. This can be used when a large school district wishes to have several persons enter the data on different computers and then merge the entries on one set of files.

It is suggested that **District Information** be entered on one computer in order to allow CHIMP to create unique indices. This information can then be copied so that each computer has identical district information. The following steps are recommended:

1. Enter district information on one computer before entering any student data.

2. Backup the data files using the **Backup Data Files** option before entering any student data.

3. Install CHIMP on the other computer(s).

4. Use the **Restore Back Up Files** option to copy the information on the backup disks to the various computers.

Before merging files, you must make sure that each entry in the district files contains a unique index number and that each student has a unique ID. Normally, CHIMP assigns a unique index number or ID to each entry as it is stored in the file. However, when merging files, duplicates may exist and will need to be changed with the **Change ID/Index** utility.

If you did not create the **District Information** files on one computer or district information was added afterwards, use the **Change ID/Index** utility to change index numbers or IDs on the files to be merged before saving to disk. Each student, school, staff member, test series, test, staff position and service must contain a unique index. If the same school, staff member, test series, test, staff position or service exist on the two sets of files, the index number should be the same.

When merging files, CHIMP checks for unique indices and IDs and will allow you to print all duplicates. Only those records not seen as duplicates will be merged.

Back up data before attempting to merge files.

IMPORT ASCII FILES

This utility allows CHIMP to import student information that has been created through another program. Certain requirements of the data must be met to allow this to happen.

Limited error checking will be performed. Duplicate records will be printed but not imported.

District information must be entered using CHIMP and, if needed, the index changed to correspond with information in the imported files.

Example: If the ASCII file contains the number 99 which corresponds to Washington School, an entry for Washington School must be entered in the school information entry screen and the index must be changed to 99.

Note that each time a test series is given, a new entry with a new index number must be entered in the test series information file. Imported ASCII files must likewise use a unique number to identify a test series and the year and season it was administered.

Example: 1 corresponds to the CTBS administered in spring of 1989, and 2 corresponds to the CTBS administered in spring of 1990.

It is recommended that the file first be copied to your hard drive. This will greatly speed up the import process.

When this option is chosen, the program will display a menu with the three student information files. Highlight the one you wish to import and press **ENTER**. After displaying an information screen referring you to this document, you will be asked to enter the name of the file including the drive and subdirectory, and to indicate whether you are using a fixed field or delimited format.

If the file is found, all records not identified as duplicates will be appended to your files.

Back up data before attempting to import ASCII files.

Fixed Field Format Specifications

All records must be terminated by a carriage return or carriage return and line feed. Data must be stored in three different ASCII files.

Student Personal Information

The program will ask if the birth field is formatted as a six character date field (Example: *060881*) or a two digit numeric year field (Example: *81*). Please make sure you know how this field is formatted and respond accordingly.

If importing the birth field as a two character field:

Columns	Type	Field
01-10	Character	Student ID
11-30	Character	Last name
31-50	Character	First name
51-52	Numeric	Year of birth

53	Character	Gender (F or M)
54	Numeric	Ethnicity 1 = White 2 = Black 3 = Hispanic 4 = Native American 5 = Asian 6 = Other

If importing the birth field as a six character field:

Columns	Type	Field
1-10	Character	Student ID
11-30	Character	Last name
31-50	Character	First name
51-56	Character	Birth date
57	Character	Gender (F or M)
58	Numeric	Ethnicity 1 = White 2 = Black 3 = Hispanic 4 = Native American 5 = Asian 6 = Other

Student Service Information

Columns	Type	Field
01-02	Numeric	School year
03-12	Character	Student ID
13-14	Numeric	*Service

*Number must correspond to the index number used in the related **District Information** file. A key to these codes can be obtained by choosing the **Print key** option in **Quick Entry** under the **Student Info** menu.

15	Numeric	Status 1 = Served 2 = Exited successfully 3 = Withdrawn 4 = Moved 5 = Eligible, not served 6 = Not eligible
16-21	Character	Date entered Chapter 1 this year (ex. 090189)
22-27	Character	Date exited Chapter 1 this year or last day of school year (ex. 062490)
28	Numeric	Type of instructional program 1 = Separate classroom 2 = Regular classroom
29-31	Numeric	*Chapter 1 staff serving student
32-34	Numeric	*School
35-36	Character	Grade (P,K,1,2,3,4,5,6,7,8,9,10,11,12)
37	Numeric	Migrant 1 = Not applicable 2 = Currently migrant 3 = Formerly migrant
38	Numeric	Limited English Proficient 0 = No 1 = Yes
39	Numeric	Handicapped 0 = No 1 = Yes

Student Test Information

Columns	Type	Field
01-10	Character	Student ID
11-13	Numeric	*Test series
14-15	Numeric	*Test/Subtest
16-19	Numeric	NCE score (whole number, decimal will be inserted after first two digits)

---

*Number must correspond to the index number used in the related **District Information** file. A key to these codes can be obtained by choosing the **Print key** option in **Quick Entry** under the **Student Info** menu.

Delimited Format Specifications

All records must be terminated by a carriage return or carriage return and line feed. All character fields must be enclosed in quotation marks. All fields must be separated by a comma. Data must be stored in three different ASCII files.

Fields follow the same order as in the fixed field format listed above.

Student Personal Information

The program will ask if the birth field is formatted as a six character date field (Example: *"060881"*) or a two digit numeric year field (Example: *81*). Please make sure you know how this field is formatted and respond accordingly.

Order	Type	Maximum Digits/Char	Field
01	Character	10	Student ID
02	Character	20	Last name
03	Character	20	First name
If importing birth field as a two character field:			
04	Numeric	2	Year of birth
If importing birth field as a six character field:			
04	Character	6	Birth Date
05	Character	1	Gender (F or M)
06	Numeric	1	Ethnicity 1 = White 2 = Black 3 = Hispanic 4 = Native American 5 = Asian 6 = Other

Student Service Information

Order	Type	Maximum Digits/Char	Field
01	Numeric	2	School year
02	Character	10	Student ID

03	Numeric	2	*Service
04	Numeric	1	Status 1 = Served 2 = Exited Successfully 3 = Withdrawn 4 = Moved 5 = Eligible, not served 6 = Not eligible
05	Character	6	Date entered Chapter 1 this year (ex. 090189)
06	Character	6	Date exited Chapter 1 this year or last day of school year (ex. 062490)
07	Numeric	1	Type of instructional program 1 = Separate classroom 2 = Regular classroom
08	Numeric	3	*Chapter 1 staff serving student
09	Numeric	3	*School
10	Character	2	Grade (P,K,1,2,3,4,5,6,7,8,9,10,11,12)
11	Numeric	1	Migrant 1 = Not applicable 2 = Currently migrant 3 = Formerly migrant
12	Numeric	1	Limited English Proficient 0 = No 1 = Yes
13	Numeric	1	Handicapped 0 = No 1 = Yes

*Number must correspond to the index number used in the related **District Information** file. A key to these codes can be obtained by choosing the **Print key** option in **Quick Entry** under the **Student Info** menu.

Student Test Information

Order	Type	Maximum Digits/Char	Field
01	Character	10	Student ID
02	Numeric	3	*Test series
03	Numeric	2	*Test/Subtest
04	Numeric	5	NCE score (include decimal point if needed)

RESTORE BACKUP FILES

This utility should be used to copy files from your back-up disks to your hard disk. This utility should be used if your hard disk has crashed or does not have useful information and your backup files have all of the data you need.

This utility replaces ALL of the data on your hard disk with the data from your backup files.

DELETE ALL RECORDS

This utility was included to allow you to delete all of the student data on the database. The first time it is used, you will be asked for a password to be used if you ever need to delete all records again. Records in the **Staff Positions** and **Services files** will not be deleted since the categories included are those used by your state for reporting purposes. It will delete all existing records on the other files.

FILTER STUDENT FILES

This utility will allow you limit the student records displayed according to criteria which you can select from screens similar to the data entry screens. For example, you may wish to view only records of students served in a specific year or for a specific service or whose test scores are below the 50th NCE.

---

*Number must correspond to the index number used in the related **District Information** file. A key to these codes can be obtained by choosing the **Print key** option in **Quick Entry** under the **Student Info** menu.

When you choose this option, a pop-up menu will appear with the names of the student information files. Highlight one of the files and press **ENTER**. A filter criteria screen will be displayed. Refer to Figures 6.3, 6.4 and 6.5. ENTER ONLY THE INFORMATION YOU WISH TO USE TO LIMIT THE VIEW OF THE FILE. LEAVE THE OTHER FIELDS BLANK.

FIGURE 6.3

Student Personal Information File Filter Criteria

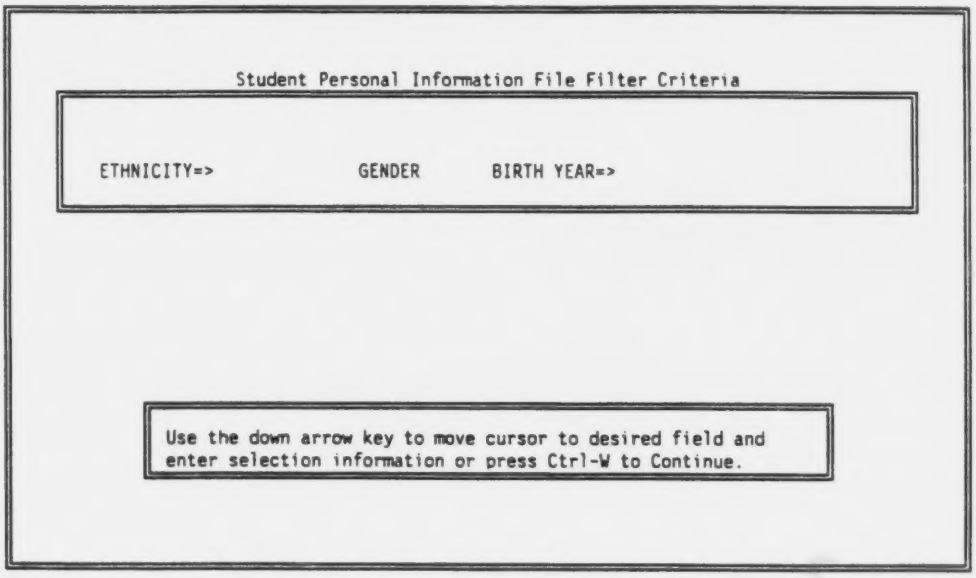

Student Personal Information File Filter Criteria
ETHNICITY=>
GENDER
BIRTH YEAR=>
Use the down arrow key to move cursor to desired field and
enter selection information or press Ctrl-W to Continue.

FIGURE 6.4

Student Services File Filter Criteria

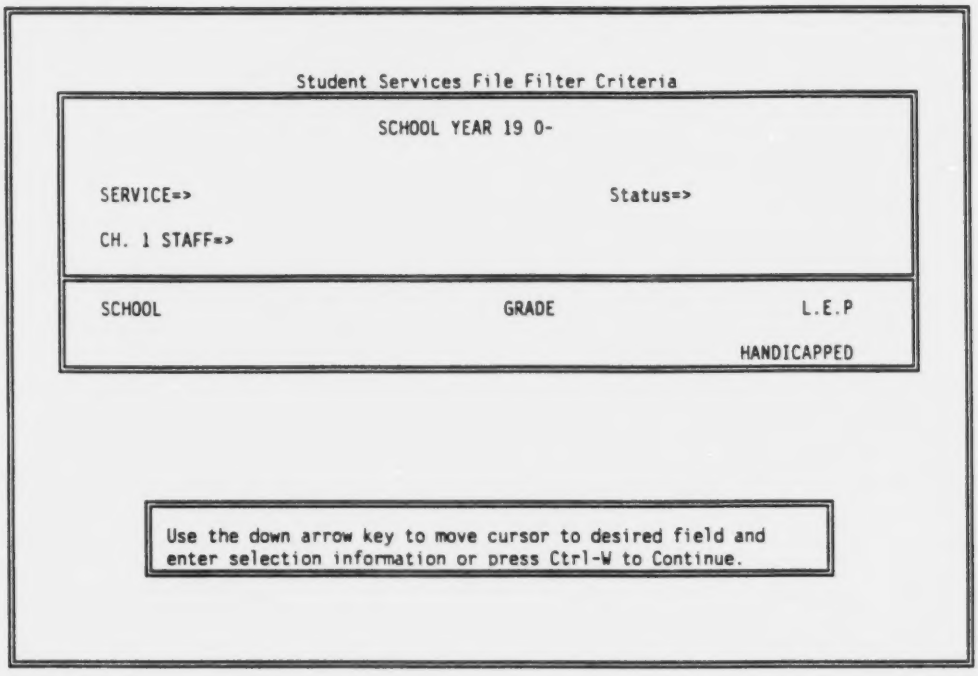
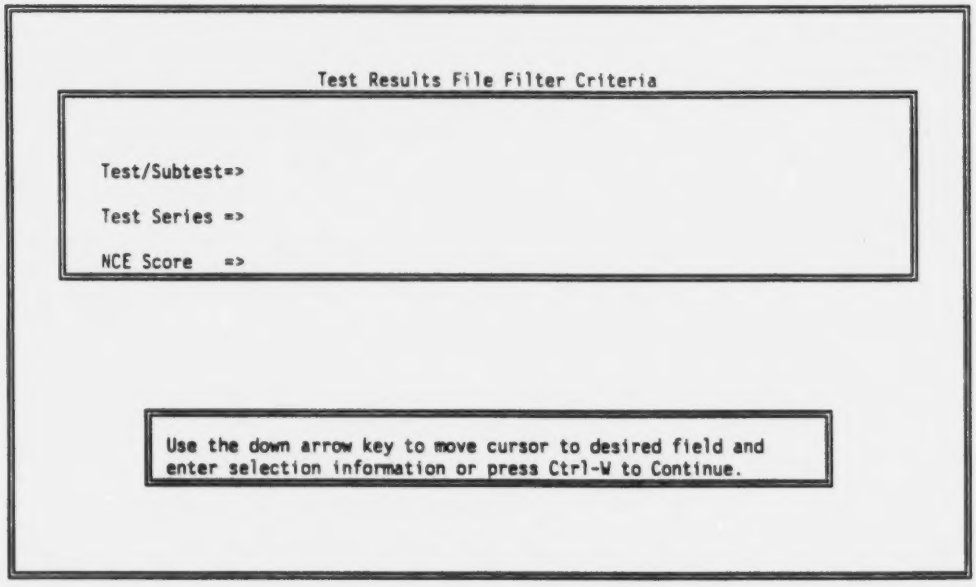


FIGURE 6.5

Test Results File Filter Criteria


Test Results File Filter Criteria
Test/Subtest=>
Test Series =>
NCE Score =>
Use the down arrow key to move cursor to desired field and
enter selection information or press Ctrl-W to Continue.

If a filter is in use, you will be asked if you wish to remove the filter. If you cancel, the program will return to the UTILITIES menu. If you choose to remove the filter, the computer will determine if the other files have a filter and ask you if you wish to remove those as well. Only one filter may be applied to a file at one time.

Press **CTRL-W** when you are finished entering information. You will be asked if the information is correct. Enter a Y or N. If you respond Y, the computer will take a short time to apply the filter and then ask you if you wish to apply the filter to other student files. If you wish to limit the view of the other two files according to the filter indicated, highlight **OK** and press **ENTER**. If you only wish to restrict the view of the file selected, highlight **Cancel** and press **ENTER**.

Example: If you wish to view only records of students served in reading in 1989 in grade 3, enter 89 in the school year field, select reading for the service field and enter 3 in the grade field.

The filter which you have selected will stay in effect until it is removed or until a utility is used which removes the filter. The following utilities will remove the filter.

Backup Data Files
Reconstruct Index Files
Delete Old Records
Merge Files
Import ASCII Files
Restore Backup Files
Delete All Records

GLOBAL EDITS

Global Edits will allow you to change information or delete records for all students meeting criteria selected from a filter criteria screen. For example, you may wish to change the DATE IN and DATE OUT for all students served in 1990.

Back-up your files before performing a **Global Edit**

When you choose this option, a pop-up menu will appear with two choices: **Global Replace** and **Global Delete**. Highlight one of the options and press **ENTER**. Next, a pop-up menu with Service Information and Test Information will appear. Choose the file you wish to edit.

Next, a message will appear asking you to select the records for this operation. Press **ENTER**. The filter criteria screen for the file will appear. ENTER ONLY THE INFORMATION YOU WISH TO USE TO SELECT RECORDS FOR EDITING OR DELETION. LEAVE THE OTHER FIELDS BLANK.

If you chose **Global Replace**, a message will appear asking you to enter the information you wish to change on the selected records. Press **ENTER**. A screen similar to the selection screen will appear. On this screen enter the new information in the appropriate fields. **Remember, all records meeting the selection criteria will be changed.** Press **CTRL-W** when you have entered the information. You will be asked to confirm that the information is correct.

When all information is completed correctly, a message will appear indicating the records selected. If you wish to cancel the edit, press **ESC**.

APPEND SERVICE RECORDS

This utility will allow you to duplicate records for students served the previous year updating the year, date in, date out and grade. The program will check each student record for validity before it is appended to the services file.

The new record must contain a grade which is in the range of grades served by the school. If the range of grades served changed for any school, make the corrections before appending service records.

The new record must not be seen as a duplicate of one which already exists on file. The program will not create a new record if a record exists with the same ID, year, and service.

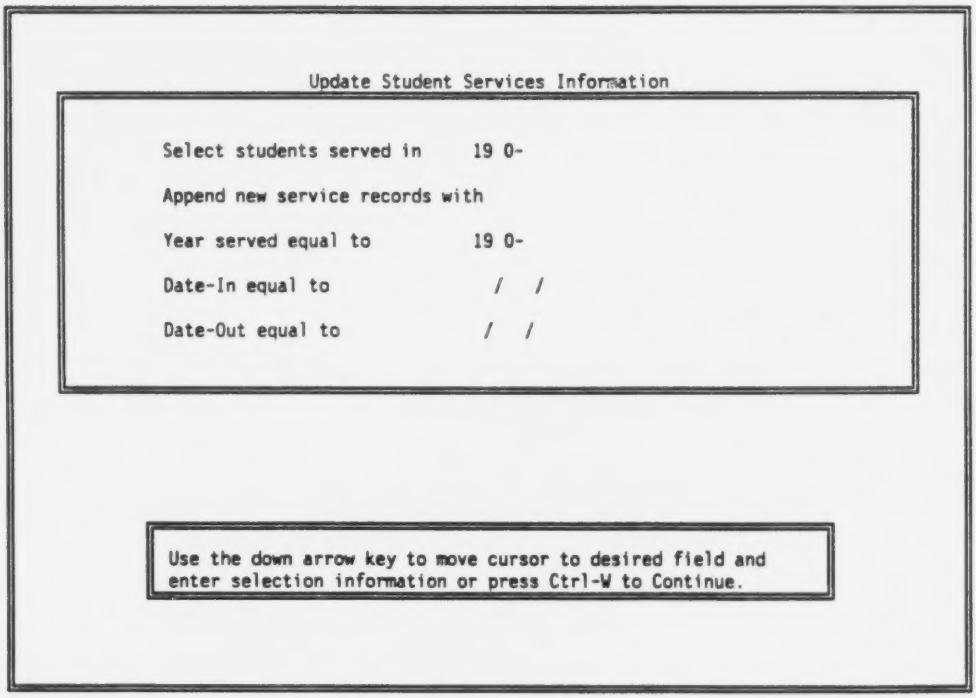
A record for the school must exist in the school information file

When you choose this utility, a pop-up menu will appear with the options **Append Service Records** and **Undo Last Append**. **Undo Last Append** will delete all records created with the last Append.

If you choose to **Append Service Records**, a message will appear on the screen explaining the option. Press **ENTER** after you have read it carefully. Next, an entry screen will appear requesting the information needed for this option. Refer to Figure 6.6. Enter **all** information. When the screen is completed you will be asked to confirm that the information is correct.

FIGURE 6.6

Update Student Services Information


Update Student Services Information
Select students served in 19 0-
Append new service records with
Year served equal to 19 0-
Date-In equal to / /
Date-Out equal to / /
Use the down arrow key to move cursor to desired field and enter selection information or press Ctrl-W to Continue.

BEST COPY AVAILABLE

Next, you will be asked if you wish to send all error messages to the printer. Unless you do not have a printer connected to the computer, highlight **OK** and press **ENTER**. All information records not appended will be printed or displayed to the screen.

When the appending is complete, a message will appear explaining what still needs to be done. To ensure that all information is correct, make sure that you:

delete all new records for students that have left the program;

add records for students not served the previous year;

edit or add students served in a school different from the previous year; and

print out a list of student records for the new year and check its accuracy.

Each new record contains the teacher's name from the previous year. You may wish to change this to keep records current.

PRINTER SETUP

This option tells you how to configure CHIMP for your printer and refers you to this manual.

As distributed, CHIMP is set up to run on most printers. If your reports are not printing properly, you may change the **Printer Setup** by following these steps.

1. EXIT TO DOS and enter **CD\CHO.**
2. Enter **RRSETUP.**
3. Use the Down Arrow key to highlight **Printer 1 Type.**
4. Press **ENTER.** A pull-down menu will appear listing the 80+ printer options available.
5. Use the Up and Down arrow keys to highlight your printer and press **ENTER.**

6. The screen will show all of the default settings for the printer selected. Do not change these unless you're certain that your printer will not work with these settings.

7. Press the /(slash) key and press **ENTER** to save the printer setting.

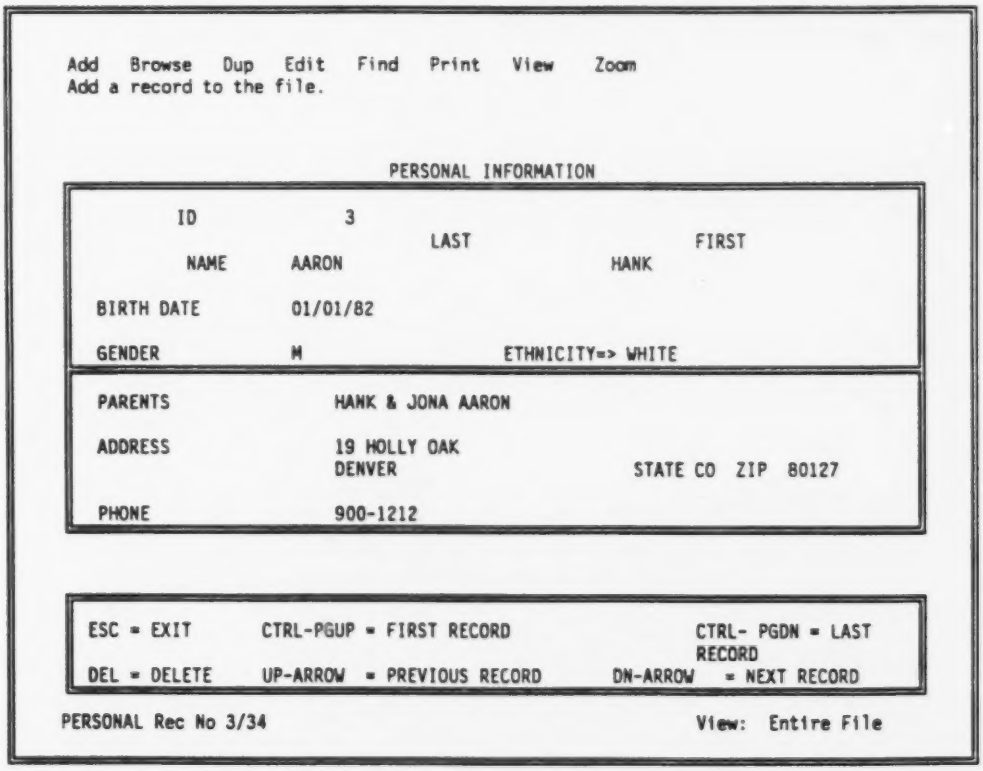
8. Again, press the /(slash) key and press **ENTER** twice to save the settings.

DISPLAY ADDRESSES

Display Addresses allows you to change the Student Personal Information screen so that parent address information can be stored. Refer to Figure 6.7. Mailing labels can be printed from this information using the **Address Labels** option under **Reports.**

FIGURE 6.7

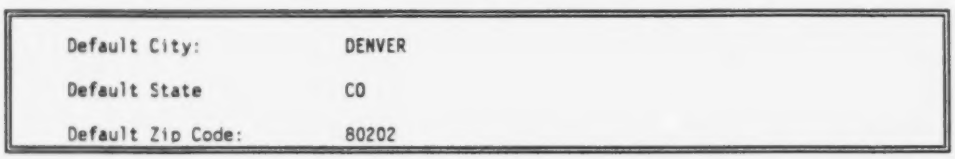
Personal Information Screen Showing Address Fields


Add Browse Dup Edit Find Print View Zoom
Add a record to the file.
PERSONAL INFORMATION
ID 3
LAST FIRST
NAME AARON HANK
BIRTH DATE 01/01/82
GENDER M ETHNICITY=> WHITE
PARENTS HANK & JONA AARON
ADDRESS 19 HOLLY OAK
DENVER STATE CO ZIP 80127
PHONE 900-1212
ESC = EXIT CTRL-PGUP = FIRST RECORD CTRL- PGDN = LAST RECORD
DEL = DELETE UP-ARROW = PREVIOUS RECORD DN-ARROW = NEXT RECORD
PERSONAL Rec No 3/34 View: Entire File

When you choose to display addresses, a screen will appear requesting default information for addresses. Refer to Figure 6.8. The city, state and zip code will default to these settings when adding personal information records. The defaults may be overridden by entering different information in the appropriate field. These defaults can later be changed by choosing DISPLAY ADDRESSES from the utilities menu.

FIGURE 6.8

Default Address Information



CHAPTER 7

TECHNICAL INFORMATION

USING CHIMP WITH MULTIPLE SCHOOL DISTRICTS

Chimp can be used with data from several school districts residing on one computer hard disk. This would be useful in the case of a cooperative board or consultant working with several school districts, each needing separate evaluation reports.

Knowledge of DOS is required to carry out these procedures.

The following steps outline the most efficient approach for setting up your hard disk.

1. Install CHIMP to the \CHO subdirectory.

2. Add the \CHO subdirectory to the PATH command in your AUTOEXEC.BAT file.

3. Add the following command to your AUTOEXEC.BAT file:
   SET CLIPPER=F49,V012;E000 (note: no spaces preceding or following the equal sign).

4. Create subdirectories for each of your school districts.

5. Copy all of the files with the DBF extension to each school district subdirectory.

6. Copy the CHO.RP1 file to each school district subdirectory.

To use CHIMP, always change directories to the correct school district subdirectory and enter CHO to run the program.

EXPANDED MEMORY

CHIMP can use EXPANDED MEMORY for indexing buffers. To make use of EXPANDED MEMORY, the CHIMP.BAT file must be edited.

Change the statement **SET CLIPPER=E000;F49;V12** to
SET CLIPPER=F49;V12

Make sure there are no spaces before or after the equal sign.

EXTENDED MEMORY

CHIMP does not make use of EXTENDED MEMORY

TROUBLE SHOOTING

CHIMP has been written to run on an IBM/MS-DOS 100% compatible computer with at least 640k of memory and a hard disk drive running under DOS 3.1 or higher. Problems can arise from using an earlier version of DOS, memory resident programs, improper CONFIG.SYS file, or AUTOEXEC.BAT file which changes the computer's environment.

Error Messages:

In DOS:

Bad command or file name	You were probably in the wrong subdirectory when you entered the CHIMP command. Make sure that you are in the root directory or the CHO subdirectory before entering CHIMP.
Program too large to fit in memory	You may have an old version of DOS which cannot run CHIMP. Memory resident programs may be using up your memory leaving less than 500k for other programs. Check your AUTOEXEC.BAT and CONFIG.SYS file to see if programs are being loaded at start-up.

In CHIMP:

Unable to swap C:CHO\rrswap	Your hard disk drive does not have the 1 million bytes of available disk space required by the report generator. You will have to erase some files on the drive to free up space.
Procedure INDEX_ON .... DOS error 4	Your CONFIG.SYS file does not have the FILES=49 BUFFERS=30 statements. You must add these to your CONFIG.SYS file.
...Run Error...	Your computer does not have enough memory to run one of the options.
...Disk Full...	Your hard disk drive has run out of storage space. You will have to erase some files on the drive to free up space or your CONFIG.SYS file contains an INSTALL=FASTOPEN.EXE statement which causes CHIMP to lose track of disk space available.
Unable to open ... file	Your INDEX files are probably corrupted. From DOS, erase all NTX files. ENTER: **ERASE C:\CHO*.NTX.**

VALIDITY CHECKS

Validity checks are made on many of the data fields. Listed below are the validity checks performed on each data entry screen. For those listed as **"must be on file"**, valid options must be entered in the appropriate **District Info** file. Those listed as **"must be in pull-down menu"** have pre-determined options.

Student - Personal Entry

ID - must not already be used
GENDER - must be either M or F
ETHNICITY - must be in pull-down menu

Student - Services Entry

ID - must have been entered in Student - Personal Entry
SERVICE - must be on file
DATE-IN - must be within school year
DATE-OUT - must be within school year
CHAPTER 1 STAFF - must be on file
SCHOOL - must be on file
LEP - must be either Y or N
GRADE - must be P, K, or 1-12 and within the range of grades for the school
HANDICAPPED - must be either Y or N

The record must be unique in ID, YEAR, and SERVICE.

Student - Test Results

ID - must have been entered in Student - Personal Entry
SEASON - calculated based on test date
TEST SERIES - must be on file
TEST/SUBTEST - must be on file
PERCENTILE - must be between 1 and 99
NCE - must be between 1 and 99 (will be calculated if percentile is entered)

The record must be unique in ID, TEST SERIES and SUBTEST.

District - School

TYPE - must be in pull-down menu
GRADES - must be P, K, or 1-12

District - Staff

POSITION - must be on file
SCHOOL - must be on file
FTE - must be between 0 and 1

TECHNICAL SPECIFICATIONS

CHIMP was developed using dBaseIII®, Clipper®, Artful.lib®, and Relational Report Writer®. All files are dBaseIII compatible.

School districts wishing to produce additional reports using CHIMP's files may wish to purchase Relational Report Writer with the Clipper module. This program allows the user to create custom reports from dBaseIII files through the use of pull-down menus. No knowledge of programming is needed.

For further information call:

Dr. Guillermo Durón
RMC Research Corporation
Region E Technical Assistance Center
1-(303)825-3636

®dBaseIII is a registered trademark of Ashton Tate.
®Clipper is a registered trademark of Nantucket.
®Artful.lib is a registered trademark of Artful Applications.
®Relational Report Writer is a registered trademark of Concentric Data Systems.

103090

APPENDIX A

Date: __/__/__

CHIMP DATA ENTRY FORM
SERVICES INFORMATION

School: _____

Service: _____

Chapter 1 Staff Providing Service: _____

Completed by: _____

ID	GRADE	DATE IN	DATE OUT	NON-PUBLIC	L.E.P.	HANDICAPPED
		/ /	/ /	Y N	Y N	Y N
		/ /	/ /	Y N	Y N	Y N
		/ /	/ /	Y N	Y N	Y N
		/ /	/ /	Y N	Y N	Y N
		/ /	/ /	Y N	Y N	Y N
		/ /	/ /	Y N	Y N	Y N
		/ /	/ /	Y N	Y N	Y N
		/ /	/ /	Y N	Y N	Y N
		/ /	/ /	Y N	Y N	Y N
		/ /	/ /	Y N	Y N	Y N
		/ /	/ /	Y N	Y N	Y N
		/ /	/ /	Y N	Y N	Y N
		/ /	/ /	Y N	Y N	Y N
		/ /	/ /	Y N	Y N	Y N
		/ /	/ /	Y N	Y N	Y N
		/ /	/ /	Y N	Y N	Y N
		/ /	/ /	Y N	Y N	Y N
		/ /	/ /	Y N	Y N	Y N
		/ /	/ /	Y N	Y N	Y N

L.E.P. = Limited English Proficient

Date: __/__/__

CHIMP DATA ENTRY FORM
PERSONAL INFORMATION

School: _____

Completed by: _____

ID	LAST NAME	FIRST NAME	YEAR OF BIRTH	GENDER	ETHNICITY
				M F	A B H N W O
				M F	A B H N W O
				M F	A B H N W O
				M F	A B H N W O
				M F	A B H N W O
				M F	A B H N W O
				M F	A B H N W O
				M F	A B H N W O
				M F	A B H N W O
				M F	A B H N W O
				M F	A B H N W O
				M F	A B H N W O
				M F	A B H N W O
				M F	A B H N W O
				M F	A B H N W O
				M F	A B H N W O
				M F	A B H N W O
				M F	A B H N W O

ETHNICITY

A = ASIAN
B = BLACK
H = HISPANIC
N = NATIVE AMERICAN
W = WHITE
O = OTHER

Date: __/__/__

CHIMP DATA ENTRY FORM
TEST INFORMATION

School: _____

Completed by: _____

TEST SERIES	EDITION	DATE ADMINISTERED	SCORE TYPE
		/ /	%tile NCE

TEST SERIES	EDITION	DATE ADMINISTERED	SCORE TYPE
		/ /	%tile NCE

Actual Test/Subtest Names:

Basic Reading	_____	Basic Math	_____
Advanced Reading	_____	Advanced Math	_____
Language Arts	_____	Other	_____

Date: __/__/__

CHIMP DATA ENTRY FORM
STUDENT TEST INFORMATION

School: _____

Test: _____ Score Type: %tile NCE

Completed by: _____

SCORES

ID	Basic Reading	Advanced Reading	Basic Math	Advanced Math	Language Arts	Other

Quick Entry Data Form

ID _____ LAST _____ FIRST _____

BIRTH YEAR ___ GENDER M F ETHNICITY __

SCHOOL YEAR ___

SERVICE __ PROJECT __ DATE IN ___/___/___ DATE OUT ___/___/___

STAFF __ INSTRUCTIONAL STRATEGY __ SCHOOL __ MIGRANT __

GRADE __ LEP Y N HANDICAPPED Y N

SERVICE __ PROJECT __ DATE IN ___/___/___ DATE OUT ___/___/___

STAFF __ INSTRUCTIONAL STRATEGY __

SERVICE __ PROJECT __ DATE IN ___/___/___ DATE OUT ___/___/___

STAFF __ INSTRUCTIONAL STRATEGY __

TEST SERIES __ TEST __ PERCENTILE __ NCE __

TEST SERIES __ TEST __ PERCENTILE __ NCE __

TEST SERIES __ TEST __ PERCENTILE __ NCE __

TEST SERIES __ TEST __ PERCENTILE __ NCE __

TEST SERIES __ TEST __ PERCENTILE __ NCE __

Students served in READING must have a _____ and a _____ score.

Students served in MATH must have a _____ and a _____ score.

SEE KEY FOR CODES

APPENDIX B

A. STUDENT INFORMATION FILES (PERSONAL INFORMATION)

07/27/90

HOMESTEAD PUBLIC SCHOOLS
LIST OF RECORDS IN STUDENT PERSONAL INFORMATION FILE
SCHOOL YEAR 1989-90
LINCOLN JR. HIGH SCHOOL

GRADE	ID	STUDENT	YEAR OF BIRTH	SEX	ETHNICITY
7					
	1047	ALLEN, STEPHANIE	1974	F	BLACK
	1024	BARNES, CHRIS	1976	M	BLACK
	1025	BARTLETT, TIMOTHY	1977	M	WHITE
	1019	BIGGERS, CAROL	1977	F	BLACK
	1026	BREWER, JOANNA	1977	F	WHITE
	1027	CASON, MICHAEL	1976	M	BLACK
	1030	CROSS, SCOTTIE	1976	M	BLACK
	1029	CROSS, SYLVIA	1976	F	BLACK
	1020	DAWSON, DANIEL	1976	M	WHITE
	1043	EDGAR, BRIAN	1976	M	BLACK
	1048	GOLDEN, MIKKI	1977	F	BLACK
	1042	GRAVES, JEFF	1977	M	BLACK
	1032	GUY, MISTY	1973	F	WHITE
	1045	HOLLAND, ANDY	1975	M	BLACK
	1028	HOLLIS, BRIANNA	1977	F	WHITE
	1021	HOLLON, JOSEPH	1975	M	WHITE
	1031	LOVE, T.J.	1976	M	HISPANIC
	1033	MAYS, MIKE	1976	M	BLACK
	1034	MORSE, CRAIG	1977	M	BLACK
	1046	NEAL, HEATHER	1975	F	BLACK
	1035	PATE, SARAH	1977	F	BLACK
	1023	POOLE, DIANA	1975	F	BLACK
	1036	POTTS, MICHAEL	1976	M	BLACK
	1037	REYNOLDS, SHANNA	1976	F	WHITE
	1038	RUSSELL, JASON	1977	M	WHITE
	1039	SIM, TOM	1977	M	BLACK
	1022	STEVENS, MARK	1976	M	BLACK
	1040	THAYER, ERIC	1976	M	WHITE
	1041	WHITE, KANDY	1976	F	BLACK
	1044	WILLIAMS, LOU ELLEN	1975	F	BLACK
8					
	999	ANDERSON, DAVID	1976	M	BLACK
	982	AUTRY, JAMIE	1976	M	WHITE
	1000	BELL, ATIT	1976	M	WHITE
	967	BELL, DAVID	1976	M	BLACK
	1008	BENNETT, REBECCA	1974	F	BLACK
	964	BREDRICK, APRIL	1973	F	BLACK
	1001	CLEVELAND, KEITH	1975	M	BLACK
	983	COBB, MOLLIE	1976	F	HISPANIC
	968	CRAIG, TERREL	1975	M	BLACK
	1002	CRISER, SCOTT	1976	M	WHITE
	969	CURRY, AMY	1975	F	WHITE
	970	DAWSON, JUSTIN	1976	M	WHITE
	1017	DYE, TIMOTHY	1975	M	WHITE

A. STUDENT INFORMATION FILES (SERVICES INFORMATION)

07/27/90

HOMESTEAD PUBLIC SCHOOLS
LIST OF RECORDS IN STUDENT PARTICIPATION FILE
SCHOOL YEAR 1989-90
READING
LINCOLN JR. HIGH SCHOOL

TEACHER	STUDENT NAME	DATE IN	DATE OUT
GRADE: 7			
DEETS, SANDRA	ALLEN, STEPHANIE	08/28/89	05/31/90
	BARNES, CHRIS	08/28/89	05/31/90
	BARTLETT, TIMOTHY	08/28/89	05/31/90
	BIGGERS, CAROL	08/28/89	05/31/90
	BREWER, JOANNA	08/28/89	05/31/90
	CASON, MICHAEL	08/28/89	05/31/90
	CROSS, SCOTTIE	08/28/89	05/31/90
	CROSS, SYLVIA	08/28/89	05/31/90
	DAWSON, DANIEL	08/28/89	05/31/90
	EDGAR, BRIAN	08/28/89	05/31/90
	GOLDEN, MIKKI	08/28/89	05/31/90
	GRAVES, JEFF	08/28/89	05/31/90
	GUY, MISTY	08/28/89	05/31/90
	HOLLAND, ANDY	08/28/89	05/31/90
	HOLLIS, BRIANNA	08/28/89	05/31/90
	HOLLON, JOSEPH	08/28/89	05/31/90
	LOVE, T.J.	08/28/89	05/31/90
	MAYS, MIKE	08/28/89	05/31/90
	MORSE, CRAIG	08/28/89	05/31/90
	NEAL, HEATHER	08/28/89	05/31/90
	PATE, SARAH	08/28/89	05/31/90
	POOLE, DIANA	08/28/89	05/31/90
	POTTS, MICHAEL	08/28/89	05/31/90
	REYNOLDS, SHANNA	08/28/89	05/31/90
	RUSSELL, JASON	08/28/89	05/31/90
	SIM, TOM	08/28/89	05/31/90
	STEVENS, MARK	08/28/89	05/31/90
	THAYER, ERIC	08/28/89	05/31/90
	WHITE, KANDY	08/28/89	05/31/90
	WILLIAMS, LOU ELLEN	08/28/89	04/09/90
GRADE: 8			
DEETS, SANDRA	ANDERSON, DAVID	08/28/89	05/31/90
	AUTRY, JAMIE	08/28/89	05/31/90
	BELL, ATIT	08/28/89	05/31/90
	BELL, DAVID	08/28/89	05/31/90
	BENNETT, REBECCA	08/28/89	05/31/90
	BREDRICK, APRIL	08/28/89	05/31/90
	CLEVELAND, KEITH	08/28/89	05/31/90
	COBB, MOLLIE	08/28/89	05/31/90
	CRAIG, TERREL	08/28/89	05/31/90
	CRISER, SCOTT	08/28/89	05/31/90
	CURRY, AMY	08/28/89	05/31/90

A. STUDENT INFORMATION FILES (TEST INFORMATION)

07/27/90

HOMESTEAD PUBLIC SCHOOLS
LIST OF RECORDS IN STUDENT TEST FILE
SCHOOL YEAR 1989-90
LINCOLN JR. HIGH SCHOOL

STUDENT	TEST SERIES	SEASON	TEST	%TILE	NCE
GRADE: 7					
ALLEN, STEPHANIE	METROPOLITAN	S 89	BASIC SKILLS READING	0	41.30
	METROPOLITAN	S 90	BASIC SKILLS READING	0	42.50
	METROPOLITAN	S 90	ADVANCED SKILLS READ	0	40.70
	METROPOLITAN	S 91	BASIC SKILLS READING	0	42.50
BARNES, CHRIS	METROPOLITAN	S 89	BASIC SKILLS READING	0	29.90
	METROPOLITAN	S 89	ADVANCED SKILLS READ	0	28.20
	METROPOLITAN	S 90	BASIC SKILLS READING	0	36.50
	METROPOLITAN	S 90	ADVANCED SKILLS READ	0	38.30
	METROPOLITAN	S 91	BASIC SKILLS READING	0	36.50
BARTLETT, TIMOTH	METROPOLITAN	S 89	BASIC SKILLS READING	0	39.00
	METROPOLITAN	S 89	ADVANCED SKILLS READ	0	38.30
	METROPOLITAN	S 90	BASIC SKILLS READING	0	23.00
	METROPOLITAN	S 90	ADVANCED SKILLS READ	0	18.90
	METROPOLITAN	S 91	BASIC SKILLS READING	0	23.00
BIGGERS, CAROL	METROPOLITAN	S 89	BASIC SKILLS READING	0	34.40
	METROPOLITAN	S 89	ADVANCED SKILLS READ	0	35.10
	METROPOLITAN	S 90	BASIC SKILLS READING	0	25.30
	METROPOLITAN	S 90	ADVANCED SKILLS READ	0	29.10
	METROPOLITAN	S 91	BASIC SKILLS READING	0	25.30
BREWER, JOANNA	METROPOLITAN	S 89	BASIC SKILLS READING	0	45.80
	METROPOLITAN	S 89	ADVANCED SKILLS READ	0	44.10
	METROPOLITAN	S 90	BASIC SKILLS READING	0	35.10
	METROPOLITAN	S 90	ADVANCED SKILLS READ	0	38.30
	METROPOLITAN	S 91	BASIC SKILLS READING	0	35.10
CASON, MICHAEL	METROPOLITAN	S 89	BASIC SKILLS READING	0	36.50
	METROPOLITAN	S 89	ADVANCED SKILLS READ	0	35.80
	METROPOLITAN	S 90	BASIC SKILLS READING	0	57.00
	METROPOLITAN	S 90	ADVANCED SKILLS READ	0	56.40
	METROPOLITAN	S 91	BASIC SKILLS READING	0	57.00
CROSS, SCOTTIE	METROPOLITAN	S 89	BASIC SKILLS READING	0	25.00
	METROPOLITAN	S 89	ADVANCED SKILLS READ	0	18.90
	METROPOLITAN	S 90	BASIC SKILLS READING	0	28.20
	METROPOLITAN	S 90	ADVANCED SKILLS READ	0	24.20
	METROPOLITAN	S 91	BASIC SKILLS READING	0	28.20
CROSS, SYLVIA	METROPOLITAN	S 89	BASIC SKILLS READING	0	23.00
	METROPOLITAN	S 89	ADVANCED SKILLS READ	0	18.90
	METROPOLITAN	S 90	BASIC SKILLS READING	0	38.30
	METROPOLITAN	S 90	ADVANCED SKILLS READ	0	39.60

A. STUDENT INFORMATION FILES (ALL STUDENT INFORMATION)

07/27/90

HOMESTEAD PUBLIC SCHOOLS

STUDENT INFORMATION

STUDENT	ID				%TILE	NCE
ADKINS, BRANDON	1956	READING	89			
METROPOLITAN		BASIC SKILLS READING		S '91	0	29.00
		BASIC SKILLS READING		S '89	0	33.00
		BASIC SKILLS READING		S '90	0	29.00
		ADVANCED SKILLS READ		S '89	0	33.00
		ADVANCED SKILLS READ		S '90	0	41.00
AKERS, CHARLES	1945	LANGUAGE ARTS	89			
		READING	89			
METROPOLITAN		ADVANCED SKILLS READ		S '89	0	40.70
		ADVANCED SKILLS READ		S '90	0	41.00
		BASIC SKILLS READING		S '91	0	37.00
		BASIC SKILLS READING		S '90	0	37.00
		BASIC SKILLS READING		S '89	0	36.50
ALLEN, STEPHANIE	1047	READING	89			
METROPOLITAN		BASIC SKILLS READING		S '90	0	42.50
		BASIC SKILLS READING		S '91	0	42.50
		BASIC SKILLS READING		S '89	0	41.30
		ADVANCED SKILLS READ		S '90	0	40.70
ANDERSON, DAVID	999	READING	89			
METROPOLITAN		ADVANCED SKILLS READ		S '89	0	15.40
		BASIC SKILLS READING		S '89	0	10.40
		BASIC SKILLS READING		S '90	0	19.00
		ADVANCED SKILLS READ		S '90	0	19.00
		BASIC SKILLS READING		S '91	0	19.00
ANTHONY, TIANNA	2227	READING	89			
METROPOLITAN		BASIC SKILLS READING		S '91	0	60.00
		ADVANCED SKILLS READ		S '90	0	64.00
		ADVANCED SKILLS READ		S '89	0	67.00
		BASIC SKILLS READING		S '90	0	60.00
		BASIC SKILLS READING		S '89	0	64.20
AUTRY, JAMIE	982	READING	89			
METROPOLITAN		BASIC SKILLS READING		S '89	0	32.30
		BASIC SKILLS READING		S '91	0	29.00
		ADVANCED SKILLS READ		S '89	0	32.30
		ADVANCED SKILLS READ		S '90	0	24.00
		BASIC SKILLS READING		S '90	0	29.00
BABB, CHRISTOPHER	1957	READING	89			
METROPOLITAN		BASIC SKILLS READING		S '90	0	45.00
		BASIC SKILLS READING		S '89	0	47.40
		BASIC SKILLS READING		S '91	0	45.00
		ADVANCED SKILLS READ		S '90	0	48.00

B. STUDENTS BY SERVICES
(ALL STUDENTS SERVED)

10/29/90

HOMESTEAD PUBLIC SCHOOLS
CHAPTER 1 STUDENTS BY SERVICE, SCHOOL AND GRADE
SCHOOL YEAR 1989-90
SERVICE READING

SCHOOL	GRADE	STUDENT	PERIOD
JAMES TAYLOR SCHOOL	2	APRIL, MARCH	08/01 - 06/30
		BOB, BILLY JO	10/01 - 06/30
		KOST, JOHN	08/01 - 11/15
		REGAN, RONALD	08/01 - 06/30
		WILLIAMS, BILLY DEE	08/01 - 06/30
	3	AARON, HANK	08/01 - 08/02
		BUSH, BARBARA	08/01 - 06/30
		DUCK, LEWY	08/01 - 06/30
		JACKSON, BO	08/01 - 06/30
		JONE, THOMAS	08/01 - 06/30
		QUAIL, J. DANFORTH	08/01 - 06/30
		TUCK, THOMAS	08/01 - 06/30
		TUCKER, JOHNNY	08/01 - 06/30
		WHAT, SAMMY	08/01 - 06/30
		WHERE, SANDY	08/01 - 08/02
		WHITE, SNOWY	08/01 - 06/30
		WOODHOUSE, MARCIA	08/01 - 10/20
	4	BARBER, RED	10/10 - 05/30
		COPPER, SLUGGO	10/20 - 06/01
		EVERTT, CHRISSY	08/01 - 06/30
		LEWIS, JERRI LEE	08/01 - 08/02
		MOUSE, MICHEAL	08/01 - 08/02
		WHO, TIMMY	08/01 - 06/30
		WITCH, WANDA	08/01 - 06/30
	5	BUSH, GEORGE	08/01 - 06/30
		DUCK, DEWY	08/01 - 06/30
		DWARF, SLEEPY	08/01 - 06/30
		PFANSTY, ALEX	08/01 - 06/30
		REAGAN, NANCY	08/01 - 06/30
		WHEN, BARBARA	08/01 - 08/10
	6	DUCK, HUEY	08/01 - 08/07
		DWARF, GRUMPY	08/01 - 06/30
		HOWDY, HOMER	08/01 - 09/09
		MARTIN, BILLY	08/01 - 08/15

34 STUDENTS SERVED IN READING

==========

34 STUDENTS SERVED IN PROGRAM

B. STUDENTS BY SERVICES
(MISSING TEST SCORES)

10/29/90

HOMESTEAD PUBLIC SCHOOLS
CHAPTER 1 STUDENTS SERVED IN SCHOOL YEAR 1989-90
MISSING TEST SCORES
SERVICE: READING
JAMES TAYLOR SCHOOL

TEST SERIES: SRA SPRING 89
SKILL AREA: READING TOTAL

GRADE	STUDENT	ID	COMMENTS
3			
	QUAIL, J. DANFORTH	7	
4			
	BARBER, RED	15	
	COPPER, SLUGGO	23	
	EVERTT, CHRISSY	16	
	LEWIS, JERRI LEE	34	
	MOUSE, MICHEAL	27	
	WHO, TIMMY	17	
	WITCH, WANDA	30	
5			
	BUSH, GEORGE	11	
	DWARF, SLEEPY	28	
	PFANSTY, ALEX	21	
	REAGAN, NANCY	9	
	WHEN, BARBARA	19	
6			
	DUCK, HUEY	24	
	DWARF, GRUMPY	31	
	HOWDY, HOMER	20	
	MARTIN, BILLY	14	

B. STUDENTS BY SERVICES
(STUDENTS NOT CONTINUING)

10/29/90

HOMESTEAD PUBLIC SCHOOLS
CHAPTER 1 STUDENTS SERVED IN SCHOOL YEAR 1989-90
NOT CONTINUING IN SCHOOL YEAR 1990-91
SERVICE READING
JAMES TAYLOR SCHOOL

GRADE	STUDENT	ID	COMMENTS
2			
	APRIL, MARCH	22	
	BOB, BILLY JO	1	
	KOST, JOHN	6	
	REGAN, RONALD	8	
	WILLIAMS, BILLY DEE	2	
4			
	BARBER, RED	15	
	COPPER, SLUGGO	23	
	EVERTT, CHRISSY	16	
	LEWIS, JERRI LEE	34	
	MOUSE, MICHEAL	27	
	WHO, TIMMY	17	
	WITCH, WANDA	30	
6			
	DUCK, HUEY	24	
	DWARF, GRUMPY	31	
	HOWDY, HOMER	20	
	MARTIN, BILLY	14	

C. SINGLE STUDENT SERVICE HISTORY

07/27/90

HOMESTEAD PUBLIC SCHOOLS

HISTORY OF CHAPTER 1 SERVICES

STUDENT CHARLES AKERS

SCHOOL YEAR	GRADE	SCHOOL	SERVICE	DATE IN	DATE OUT
1989-90	3	KENNEDY ELEMENTAR	READING	12/12/89	05/18/90
1989-90	3	KENNEDY ELEMENTAR	LANGUAGE ARTS	08/28/89	12/02/89

D. SINGLE STUDENT ACHIEVEMENT HISTORY

HOMESTEAD PUBLIC SCHOOLS

HISTORY OF ACHIEVEMENT TESTING

STUDENT TOM SIM

DATE	TEST SERIES	TEST	NCE
04/16/89	METROPOLITAN 6	ADVANCED SKILLS READ	43.00
04/16/89	METROPOLITAN 6	BASIC SKILLS READING	43.60
04/16/89	METROPOLITAN 6	BASIC SKILLS READING	44.00
04/16/90	METROPOLITAN 6	ADVANCED SKILLS READ	35.80
04/16/90	METROPOLITAN 6	BASIC SKILLS READING	35.80
04/16/91	METROPOLITAN 6	BASIC SKILLS READING	6.70

E. STUDENTS BY CHAPTER 1 TEACHER

10/28/90

HOMESTEAD PUBLIC SCHOOLS
STUDENTS SERVED BY CHAPTER 1 STAFF
1989-90
ADAMS ELEMENTARY

STUDENT	ID	SERVICE	GRADE	COMMENTS
TEACHER: KELLY, DONNA				
DUCK, HUEY	24	READING	6	
DWARF, GRUMPY	31	LANGUAGE ARTS	6	
DWARF, GRUMPY	31	READING	6	
HOWDY, HOMER	20	READING	6	
MARTIN, BILLY	14	READING	6	
TEACHER: KING, DOTTIE				
APRIL, MARCH	22	READING	2	
BOB, BILLY JO	1	READING	2	
KOST, JOHN	6	MATHEMATICS	2	
KOST, JOHN	6	READING	2	
REGAN, RONALD	8	READING	2	
REGAN, RONALD	8	MATHEMATICS	2	
REGAN, RONALD	8	LANGUAGE ARTS	2	
WILLIAMS, BILLY DEE	2	LANGUAGE ARTS	2	
WILLIAMS, BILLY DEE	2	READING	2	
WILLIAMS, BILLY DEE	2	MATHEMATICS	2	
TEACHER: LAWRENCE, BARBARA				
BARBER, RED	15	READING	4	
COPPER, SLUGGO	23	READING	4	
EVERTT, CHRISSY	16	LANGUAGE ARTS	4	
EVERTT, CHRISSY	16	READING	4	
LEWIS, JERRI LEE	34	READING	4	
MOUSE, MICHEAL	27	READING	4	
MOUSE, MICHEAL	27	LANGUAGE ARTS	4	
WHO, TIMMY	17	READING	4	
WITCH, WANDA	30	MATHEMATICS	4	
WITCH, WANDA	30	READING	4	
TEACHER: PFANNENSTIEL, JUDY				
AARON, HANK	3	READING	3	
BUSH, BARBARA	12	LANGUAGE ARTS	3	
BUSH, BARBARA	12	READING	3	
DUCK, LEWY	25	READING	3	
DUCK, LEWY	25	LANGUAGE ARTS	3	
DUCK, LEWY	25	MATHEMATICS	3	
DUCK, LEWY	25	MATHEMATICS	3	
JACKSON, BO	13	MATHEMATICS	3	
JACKSON, BO	13	MATHEMATICS	3	
JACKSON, BO	13	LANGUAGE ARTS	3	
JACKSON, BO	13	READING	3	

F. CHAPTER 1 STAFF LIST

HOMESTEAD PUBLIC SCHOOLS

CHAPTER 1 STAFF
1989-90

POSITION	NAME	SCHOOL	CHAPTER 1 FTE
ADMINISTRATIVE STAFF	GREEN, CHRIS	ADMINISTRATION OFFICE	0.75
CLERICAL STAFF	TATE, NELIA	ADMINISTRATION OFFICE	0.50
SUPPORT SERVICES	BARNES, KANDY	ADMINISTRATION OFFICE	0.50
TEACHER	BENNETT, AMY	LINCOLN JR. HIGH SCHOOL	1.00
	DEETS, SANDRA	LINCOLN JR. HIGH SCHOOL	1.00
	POLK, JAMES	HARRISON LOWER ELEMENTA	0.30
	SMITH, JULIA	TRUMAN ELEMENTARY	1.00
	STEVENS, ELLEN	TRUMAN ELEMENTARY	1.00
	SWANSON, ALICE	KENNEDY ELEMENTARY	0.70
	TAYLOR, MARY	HAMBURG LOWER ELEMENTAR	1.00
TEACHER AIDE	BIGGERS, DIANA	HARRISON LOWER ELEMENTA	0.30
	BROWN, SYLVIA	HARRISON LOWER ELEMENTA	1.00
	CHARLES, JAMIE	TRUMAN ELEMENTARY	1.00
	CURRY, SCOTT	KENNEDY ELEMENTARY	1.00
	DAWSON, TERREL	TRUMAN ELEMENTARY	1.00
	HARRISON, LINDA	KENNEDY ELEMENTARY	0.50
	JONES, JANE	KENNEDY ELEMENTARY	1.00
	LOWELL, JANE	LINCOLN JR. HIGH SCHOOL	1.00
	MAYS, BETTY	TRUMAN ELEMENTARY	0.70
	WHITE, BARBARA	TRUMAN ELEMENTARY	1.00
	WILLIAMS, JANE	KENNEDY ELEMENTARY	1.00

I. PARTICIPANTS BY GRADE

07/26/90

HOMESTEAD PUBLIC SCHOOLS

CHAPTER 1 PARTICIPANT INFORMATION
REGULAR SCHOOL TERM 1989-90

GRADE	PUBLIC	NON-PUBLIC	LOCAL N OR D	TOTAL
P	24	0	0	24
K	52	0	0	52
1	73	0	0	73
2	41	0	0	41
3	64	0	0	64
4	31	0	0	31
5	46	0	0	46
6	29	0	0	29
7	30	0	0	30
8	58	0	0	58
9	3	0	0	3
10	2	0	0	2
12	1	0	0	1
TOTAL	454	0	0	454

J. PARTICIPANTS BY GENDER, LEP & HANDICAP

07/26/90

HOMESTEAD PUBLIC SCHOOLS

CHAPTER 1 PARTICIPANTS BY GENDER
School YEAR 1989-90

GENDER	PUBLIC	NON-PUBLIC	LOCAL N OR D	TOTAL
MALE	249	0	0	249
FEMALE	205	0	0	205
TOTAL	454	0	0	454

CHAPTER 1 PARTICIPANTS LEP AND HANDICAPPED
SCHOOL YEAR 1989-90

	PUBLIC	NON-PUBLIC	LOCAL N OR D	TOTAL
HANDICAPPED	0	0	0	0
LIMITED ENGLISH PROFICIENT	0	0	0	0

K. PARTICIPANTS BY RACIAL/ETHNIC GROUP

10/28/90

HOMESTEAD PUBLIC SCHOOLS

CHAPTER 1 PARTICIPANTS BY RACIAL/ETHNIC GROUP
SCHOOL YEAR 1989-90

RACIAL/ETHNIC GROUP	PUBLIC	NON-PUBLIC	LOCAL N OR D	TOTAL
AMERICAN INDIAN OR ALASKAN	9	0	0	9
ASIAN OR PACIFIC ISLANDER	3	0	0	3
BLACK, NON-HISPANIC	5	0	0	5
HISPANIC	4	0	0	4
WHITE, NON-HISPANIC	7	0	0	7
OTHER	6	0	0	6
TOTAL	34	0	0	34

L. PARTICIPANTS BY YEAR OF BIRTH

07/26/90

HOMESTEAD PUBLIC SCHOOLS

CHAPTER 1 PARTICIPANTS BY YEAR OF BIRTH
SCHOOL YEAR 1989-90

YEAR	PUBLIC	NON-PUBLIC	LOCAL N OR D	TOTAL
1985	16	0	0	16
1984	42	0	0	42
1983	52	0	0	52
1982	66	0	0	66
1981	48	0	0	48
1980	41	0	0	41
1979	44	0	0	44
1978	36	0	0	36
1977	21	0	0	21
1976	49	0	0	49
1975	29	0	0	29
1974	8	0	0	8
1973	2	0	0	2
TOTAL	454	0	0	454

M. PARTICIPANTS BY SELECTED ACTIVITIES

07/26/90

HOMESTEAD PUBLIC SCHOOLS

CHAPTER 1 STUDENTS PARTICIPATING IN SELECTED ACTIVITIES
SCHOOL YEAR 1989-90

ACTIVITY	PUBLIC	NON-PUBLIC	LOCAL N OR D	TOTAL
INSTRUCTIONAL				
READING	276	0	0	276
LANGUAGE ARTS	60	0	0	60
EARLY CHILDHOOD	123	0	0	123
TOTAL	459	0	0	459

N. STAFF PAID WITH CHAPTER 1 FUNDS

07/26/90

HOMESTEAD PUBLIC SCHOOLS

STAFF PAID WITH CHAPTER 1 FUNDS
SCHOOL YEAR 1989-90

JOB CLASSIFICATION	CHAPTER 1 STAFF IN FULL TIME EQUIVALENTS			
	PUBLIC	NON-PUBLIC	LOCAL N OR D	TOTAL
ADMINISTRATIVE STAFF	0.75	0.00	0.00	0.75
CLERICAL STAFF	0.50	0.00	0.00	0.50
SUPPORT SERVICES	0.50	0.00	0.00	0.50
TEACHER	1.30	0.00	0.00	1.30
TEACHER AIDE	5.30	0.00	0.00	5.30
TOTAL	8.35	0.00	0.00	8.35

O. STUDENTS NOT ELIGIBLE NEXT YEAR

CHAPTER 1 STUDENTS SERVED IN SCHOOL YEAR 1989-90
NOT ELIGIBLE FOR CHAPTER 1 SERVICES NEXT SCHOOL YEAR
DUE TO CHAPTER 1 PROGRESS

PUBLIC
EARLY CHILDHOOD

GRADE	NUMBER SERVED	NUMBER * ELIGIBLE	NUMBER NO LONGER ELIGIBLE	PERCENT NO LONGER ELIGIBLE
P	24	24	0	0.0%
K	52	52	0	0.0%
1	47	47	0	0.0%

* * Served in Year 1 - (Moved + Withdrawn + Exited Successfully in Year 2)

P. ACHIEVEMENT INFORMATION GRADES 2-12

HOMESTEAD PUBLIC SCHOOLS
CHAPTER 1 ANNUAL EVALUATION REPORT
PUBLIC SCHOOLS

SCHOOL YEAR 1989-90

SERVICE: READING SUBTEST: BASIC SKILLS READING

PRE-TEST: METROPOLITAN SPRING 89
POST-TEST: METROPOLITAN SPRING 90

GRADE	NUMBER TESTED	PRETEST MEAN	POSTTEST MEAN	MEAN GAIN
2	25	46.21	41.32	-4.89
3	42	43.30	42.36	-0.94
4	31	35.66	36.58	0.92
5	39	36.71	37.85	1.13
6	24	36.38	38.83	2.45
7	28	52.55	32.56	-19.99
8	54	35.35	39.83	4.49
9	3	37.90	44.33	6.43
12	0	***.**	***.**	***.**
TOTAL	246	40.15	38.82	-1.34

Q. ACHIEVEMENT INFORMATION GRADES P-1

HOMESTEAD PUBLIC SCHOOLS
CHAPTER 1 ANNUAL EVALUATION REPORT
PUBLIC SCHOOLS

SCHOOL YEAR 1989-90

SERVICE: EARLY CHILDHOOD SUBTEST: BASIC SKILLS READING

PRE-TEST: METROPOLITAN SPRING 89
POST-TEST: METROPOLITAN SPRING 90

GRADE	NUMBER TESTED	PRETEST MEAN	POSTTEST MEAN	MEAN GAIN
1	1	39.00	65.00	26.00
TOTAL	1	39.00	65.00	26.00

R. ACHIEVEMENT INFORMATION BY SCHOOL

HOMESTEAD PUBLIC SCHOOLS

CHAPTER 1 ANNUAL EVALUATION REPORT
LINCOLN JR. HIGH SCHOOL
SCHOOL YEAR 1989-90

SERVICE READING

SKILL AREA ADVANCED SKILLS READ

PRE-TEST METROPOLITAN SPRING 89

POST-TEST METROPOLITAN SPRING 90

GRADE	NUMBER TESTED	PRETEST MEAN	POSTTEST MEAN	MEAN GAIN
7	27	37.23	33.09	-4.14
8	54	37.17	41.91	4.74
9	3	45.00	48.33	3.33
TOTAL	84	37.47	39.30	1.84

S. SUSTAINED EFFECTS REPORT

07/27/90

HOMESTEAD PUBLIC SCHOOLS
CHAPTER 1 SUSTAINED EFFECTS REPORT
READING
BASIC SKILLS READING
SCHOOL YEAR 1989-90

TESTING SCHEDULE

PRETEST:	METROPOLITAN	SPRING 89
POSTTEST:	METROPOLITAN	SPRING 90
SE TEST:	METROPOLITAN	SPRING 91

GRADE	NUMBER TESTED	PRETEST MEAN	POSTTEST MEAN	SE TEST MEAN	PRE-POST GAIN/LOSS	POST-SE GAIN/LOSS
7	28	37.67	32.56	31.18	-5.11	-1.38
8	54	35.35	39.83	37.49	4.49	-2.34
9	3	37.90	44.33	19.40	6.43	-24.93

T. STUDENTS NOT SHOWING PROGRESS (ONE YEAR)

07/27/90

HOMESTEAD PUBLIC SCHOOLS

LINCOLN JR. HIGH SCHOOL

STUDENTS NOT SHOWING PROGRESS FOR
SCHOOL YEAR 1989-90

SERVICE: READING SUBTEST: BASIC SKILLS READING

PRE-TEST: METROPOLITAN SPRING 89
POST-TEST: METROPOLITAN SPRING 90

GRADE	STUDENT	PRETEST	POSTTEST	LOSS
7	BIGGERS, CAROL	34.40	25.30	-9.10
	DAWSON, DANIEL	44.70	20.40	-24.30
	HOLLON, JOSEPH	28.20	27.20	-1.00
	STEVENS, MARK	93.80	35.80	-58.00
	POOLE, DIANA	49.50	38.30	-11.20
	BARTLETT, TIMOTHY	39.00	23.00	-16.00
	BREWER, JOANNA	91.80	35.10	-56.70
	HOLLIS, BRIANNA	48.40	43.60	-4.80
	CROSS, SCOTTIE	50.30	28.20	-22.10
	LOVE, T.J.	75.70	36.50	-39.20
	GUY, MISTY	29.90	20.40	-9.50
	MAYS, MIKE	50.30	29.10	-21.20
	MORSE, CRAIG	96.40	38.30	-58.10
	PATE, SARAH	80.10	17.30	-62.80
	POTTS, MICHAEL	33.70	18.90	-14.80
	REYNOLDS, SHANNA	43.60	42.50	-1.10
	RUSSELL, JASON	41.30	32.30	-9.00
	SIM, TOM	87.60	35.80	-51.80
	WHITE, KANDY	44.70	27.20	-17.50
	GRAVES, JEFF	39.00	36.50	-2.50

T. STUDENTS NOT SHOWING PROGRESS (TWO YEARS)

07/27/90

HOMESTEAD PUBLIC SCHOOLS

STUDENTS NOT SHOWING PROGRES FOR TWO YEARS
READING
BASIC SKILLS READING
LINCOLN JR. HIGH SCHOOL
SCHOOL YEAR 1989-90

TESTING SCHEDULE

PRETEST:	METROPOLITAN	SPRING 89
POSTTEST:	METROPOLITAN	SPRING 90
SE TEST:	METROPOLITAN	SPRING 91

STUDENT	PRE MEAN	POST MEAN	SE TEST MEAN	PRE-POST DIFF.	POST-SE DIFF.
GRADE 7					
BREWER, JOANNA	46.00	35.10	33.70	-10.90	-1.40
EDGAR, BRIAN	43.00	35.10	15.40	-7.90	-19.70
GRAVES, JEFF	39.00	36.50	13.10	-2.50	-23.40
HOLLIS, BRIANNA	48.40	43.60	26.30	-4.80	-17.30
POOLE, DIANA	49.50	38.30	23.00	-11.20	-15.30
POTTS, MICHAEL	33.70	18.90	13.10	-14.80	-5.80
REYNOLDS, SHANNA	43.60	42.50	33.00	-1.10	-9.50
SIM, TOM	44.00	35.80	6.70	-8.20	-29.10
STEVENS, MARK	47.00	35.80	28.20	-11.20	-7.60
GRADE 8					
DAWSON, JUSTIN	44.70	44.00	24.20	-0.70	-19.80
DYKE, SHALONDA	44.70	42.00	31.50	-2.70	-10.50
HAMPTON, BILLY	52.10	46.00	31.50	-6.10	-14.50
SMITH, MATHUS	46.80	43.00	28.20	-3.80	-14.80
YOUNG, JEREMY	53.20	45.00	34.40	-8.20	-10.60

U. SINGLE TEST ACHIEVEMENT

SINGLE TEST ACHIEVEMENT REPORT
DISTRICT WIDE
READING
SCHOOL YEAR 1989-90

TEST/SUBTEST: BASIC SKILLS READING

TEST SERIES: METROPOLITAN

GRADE	NUMBER TESTED	NCE MEAN
2	28	44.46
3	43	42.29
4	31	35.66
5	44	36.33
6	25	35.62
7	40	37.82
8	58	35.78
9	3	37.90
12	1	45.00
TOTAL	273	38.11

V. STUDENT RANKING BY NCE

07/27/90

HOMESTEAD PUBLIC SCHOOLS

CHAPTER 1 STUDENT RANKING
LINCOLN JR. HIGH SCHOOL

SCHOOL YEAR 1989-90

TEST: BASIC SKILLS READING SPRING 89

SCHOOL	GRADE	STUDENT	%TILE	NCE
LINCOLN JR. HIGH SCHOOL	7			
		POOLE, DIANA	0	48.90
		HOLLIS, BRIANNA	0	48.90
		STEVENS, MARK	0	47.40
		MORSE, CRAIG	0	47.40
		DAWSON, DANIEL	0	45.80
		BREWER, JOANNA	0	44.10
		LOVE, T.J.	0	44.10
		WHITE, KANDY	0	44.10
		EDGAR, BRIAN	0	44.10
		REYNOLDS, SHANNA	0	43.00
		SIM, TOM	0	43.00
		PATE, SARAH	0	41.30
		RUSSELL, JASON	0	41.30
		WILLIAMS, LOU ELLEN	0	40.70
		GRAVES, JEFF	0	39.60
		BARTLETT, TIMOTHY	0	38.30
		HOLLAND, ANDY	0	37.10
		CASON, MICHAEL	0	35.80
		BIGGERS, CAROL	0	35.10
		GOLDEN, MIKKI	0	35.10
		HOLLON, JOSEPH	0	32.30
		POTTS, MICHAEL	0	32.30
		GUY, MISTY	0	30.70
		THAYER, ERIC	0	29.90
		BARNES, CHRIS	0	28.20
		MAYS, MIKE	0	24.20
		NEAL, HEATHER	0	20.40
		CROSS, SYLVIA	0	18.90
		CROSS, SCOTTIE	0	18.90
	8			
		BELL, ATIT	0	67.00
		YOUNG, JEREMY	0	62.30
		HAMPTON, BILLY	0	54.80
		HIXON, ADAM	0	53.70
		SHIPP, LATASHA	0	50.00
		SCOTT, ANGIE	0	50.00
		WINTERS, AMBER	0	48.90
		FIELDS, STERLING	0	48.90
		COBB, MOLLIE	0	47.40

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